



# **University Academy Keighley**

## **Equal Opportunities for Staff Policy**

**'Inspiring Education in the Bradford District'**

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## 1.0 Introduction

- 1.1 It is University Academy Keighley policy to treat job applicants and employees fairly and equally in the same way, regardless of their sex, sexual orientation, age, race, marital status, ethnic origin or disability. Furthermore, the Academy will monitor the composition of the workforce and introduce positive action if it appears that this policy is not fully effective.

## 2.0 Procedure

- 2.1 University Academy Keighley is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every manager and employee has *personal* responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to the Principal/Vice Principal, as should any requests for special training.
- 2.2 University Academy Keighley will not discriminate on the grounds of sex, marital status, ethnic origin, colour, nationality, disability, age, marital status, religious and cultural differences.
- 2.3 The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every aspect of employment. The policy also applies equally to the treatment of our clients, children and young people and parents/guardians. Staff involved in recruitment in particular should request training if they have any doubt about the application of this policy. Systems are in place to monitor this policy.
- 2.4 Employees should note that the imposition of a condition or requirement which has an adverse impact on someone, because his or her sex, race, marital status or age is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need.
- 2.5 Employees who are disabled or become disabled in the course of their employment should inform, and may also wish to advise, University Academy Keighley of any 'reasonable adjustments' to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the Academy to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.
- 2.6 Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to age, sexual or racial harassment or harassment on the basis of disability then the grievance may be raised directly with

the Principal in the first instance, but ideally with your immediate line manager. University Academy Keighley is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith. Misuse of the grievance procedure will not be tolerated.

## 2.7 **Discipline**

Any employee who harasses any other employee on the grounds of race, sex, disability, age, sexual orientation or gender realignment will be subject to University Academy Keighley disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

## 2.8 **Monitoring**

All employees and job applicants will be asked to complete a form denoting their age, sex, race, ethnic origin and any disabilities. University Academy Keighley guarantees that this form will be used for the purpose of monitoring the effectiveness of its equal opportunities policy only. Monitoring will take place by analysing data and the workforce profile will be used to help monitor equal opportunities. Analysis will be made of the use of all employment policies.

## 2.9 **Positive Action**

The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action will be taken to redress the imbalance.

## 2.10 **Synergy with other Policies**

This policy corresponds with other Academy Policies.

# 3.0 **Approval by Governing Body and Review Date**

3.1 Under the direction of the Principal, this policy will be reviewed annually, and a report made to the Governing Body.

<b>Policy approved</b>	..... <b>(Chair of Governing Body)</b>
<b>Date</b>	<b>11.7.2011</b>
<b>Principal</b>	.....
<b>Review date</b>	<b>11.7.2012</b>