



THE GRAMMAR SCHOOL
AT LEEDS

STAFF: EQUAL OPPORTUNITIES POLICY

Rationale for the Policy:	This equal opportunities policy sets out for all staff the school's approach and commitment to equal opportunities and the avoidance of discrimination at work.
Policy aim:	
Author:	Head of Human Resources
Agreed and Authorised by:	SLT and B&M Committee
Date agreed:	27 April 2023
To be reviewed:	April 2025
Date of review:	April 2023
Dates of interim amendments/updates:	
Category:	Internal
Circulation and publication:	All staff

The School runs on FREDIE principles: Fairness, Respect, Equality, Diversity, Inclusion and Engagement

EQUAL OPPORTUNITIES POLICY

1 Equal opportunities statement

1.1 The Grammar School at Leeds (the "school") is committed to being a successful, caring and welcoming place for all employees. GSAL is passionate in being a school that embraces Equality, Diversity and Inclusion and is currently working towards the Investors in Diversity accreditation through the National Centre for Diversity and is embedding the FREDIE (Fairness, Respect, Equality, Diversity, Inclusion and Engagement) principles across school. The school wants to create a supportive and inclusive environment where our employees can reach their full potential, without prejudice and discrimination. The school is committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances will be positively valued.

1.2 The policy aims to achieve equality by removing any potential discrimination in the way that our employees are treated by fellow employees or the school, including:

- people with disabilities
- people of different sexual orientation
- transgendered and transsexual people
- people of different races
- people on the grounds of their sex
- those of faith and of no faith
- in relation to their age
- in relation to their social class or medical condition
- people who work part-time
- those who are married or in a civil partnership
- women who are pregnant, have recently given birth or are breastfeeding.

2 About this policy

2.1 This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, performance review, promotion, conduct at work, disciplinary and grievance procedures,

and termination of employment. Teaching staff have an obligation to set their teaching in a context that actively promotes the school's commitment to equal opportunities.

2.2 This policy covers all employees, governors, consultants, contractors, casual workers and agency workers. However, this policy will also be made known to job applicants, parents and pupils so they are aware of the school's commitment to equal opportunities.

2.3 This policy does not form part of any employee's contract of employment and the school may amend it at any time.

3 **Who is responsible for this policy?**

3.1 Any colleagues who have any questions about the content or application of this policy, should contact the Human Resources department to request further information or training.

3.2 This policy is reviewed frequently by the Senior Leadership Team to ensure it remains effective.

3.3 Colleagues are invited to comment on this policy and suggest ways in which it might be improved by contacting the Human Resources department.

4 **Discrimination**

4.1 Colleagues must not unlawfully discriminate against or harass other people including current and former employees, job applicants, parents, pupils, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with parents, customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

4.2 The following forms of discrimination are prohibited under this policy and are unlawful:

4.2.1 **Direct discrimination:** treating someone less favourably due to one (or more) protected characteristics. It can be intentional or unintentional discrimination. Occasionally the discrimination may occur due to a protected characteristic of another person, so the discrimination may be because of association. An example is an advert for a job that requires 'men only' or 'under 30s only'.

- 4.2.2 **Indirect discrimination:** This is where someone is disadvantaged by an apparently neutral provision, criterion or practice (PCP) that is applied 'across the board' or 'equally across a particular group'. The PCP may have the consequence (usually unintended) of causing a disadvantage, which then actually affects somebody. For example, a PCP relating to clothing or headwear could be applied 'equally', but may cause someone with a protected characteristic to be disadvantaged. The PCP could be justified if it is a proportionate means of achieving a legitimate aim.
- 4.2.3 **Harassment:** this includes sexual harassment and other unwanted conduct which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our anti-harassment and bullying policy.
- 4.2.4 **Victimisation:** treating someone less favourably because they have complained about or given information about discrimination or harassment, either regarding themselves or someone else.
- 4.2.5 **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

5 **Recruitment and selection**

- 5.1 Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person and will be overseen by the Human Resources department. The school's recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.
- 5.2 Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal opportunities and a copy of this policy will be made available on request.
- 5.3 The school take steps to ensure that our vacancies are advertised to a diverse labour market.

- 5.4 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a protected characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 5.5 Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of the Human Resources department. For example:
- 5.5.1 Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
 - 5.5.2 Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
 - 5.5.3 Positive action to recruit disabled persons.
 - 5.5.4 Equal opportunities monitoring (which will not form part of the selection or decision-making process).

Where necessary, job offers can be made conditional on a satisfactory medical check.

- 5.6 The school are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the UK Border Agency.
- 5.7 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not affect an individual's chances of recruitment or any other decision related to their employment. This information is only available to HR staff, not recruiting managers, and is kept in an anonymised format solely for the purposes stated in this policy. Analysing the data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

6 Training and promotion and conditions of service

- 6.1 Training needs will be identified through regular performance reviews. Colleagues will be given appropriate access to training to enable you to progress within the organisation and all promotion decisions will be made on the basis of merit.
- 6.2 The school's conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all who should have access to them and that there are no unlawful obstacles to accessing them.

7 Termination of employment

- 7.1 The school will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- 7.2 The school will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

8 Disabilities

- 8.1 If any colleague is disabled or becomes disabled, the school encourages them to tell us about their condition so that the school can support them as appropriate.
- 8.2 If colleagues experience difficulties at work because of their disability, they may wish to contact the Human Resources department to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Human Resources department may wish to consult with them and their medical adviser about possible adjustments. The school will consider the matter carefully and try to accommodate their needs within reason, referring to Occupational Health if further advice is required. If the school consider a particular adjustment would not be reasonable the school will explain our reasons and try to find an alternative solution where possible.

The school will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, the school will take reasonable steps to improve access.

9 Part-time and fixed-term work

- 9.1 Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

10 Breaches of this policy

- 10.1 The school take a strict approach to breaches of this policy, which will be dealt with in accordance with our disciplinary procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- 10.2 If a colleague believes that they have suffered discrimination they can raise the matter through the school's grievance procedure or anti-harassment and bullying policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.
- 10.3 There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure.

11 Related policies

- 11.1 This policy is supported by the following other policies and procedures:

11.1.1 Anti-harassment and bullying policy.

11.1.2 Grievance procedure.

11.1.3 Disciplinary procedure.

11.1.4 Flexible working procedure.

11.1.5 Maternity & Pregnant Parent, paternity, adoption and shared parental leave policies.