



Diocese of Salisbury
Academy Trust

EQUAL OPPORTUNITIES POLICY FOR ALL EMPLOYEES IN Diocese of Salisbury Academy Trust

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1. Purpose

- 1.1. The purpose of this policy is to provide equality and fairness for all staff within the Diocese of Salisbury Academy Trust (DSAT) and to highlight the importance of equality of opportunity in employment. It also seeks to eliminate unfair and unlawful discrimination in the workplace.

2. Applicability

- 2.1 This policy applies to all employees within DSAT, whether permanent or on a fixed term contract. Specific sections of the policy may also apply to job applicants to DSAT.

3. Roles and Responsibilities

- 3.1 DSAT along with the Local Advisory Board (LAB) are responsible for the implementation and compliance of this policy.
- 3.2 Executive Principals/Principals/Headteachers/Line Managers are responsible for ensuring:
- This policy is implemented and operates effectively in their span of control.
 - All employees are aware of the requirements of this policy and their individual responsibilities.
 - All employment matters are dealt with in a fair and consistent manner and are appropriately documented.
 - Any concerns raised under the scope of this policy are treated seriously and sensitively.
- 3.3 Employees are responsible for:
- Not unlawfully discriminating in any employment practice or process.
 - Raising with management any suspected discriminatory acts or practice.
 - Co-operating with measures introduced to ensure equality of opportunity
 - Refraining from victimising an employee who has made allegations or complaints of discrimination or who has provided information about such discrimination.

4. Principals

- 4.1 DSAT is an Equal Opportunities Employer and is committed to eliminating discrimination and encouraging cultural diversity amongst its workforce. DSAT aims for its workforce to be truly representative of the community it serves and that each employee feels respected and able to give their best while at work.
- 4.2 It is the intention of DSAT that all employees will be treated fairly and equally. DSAT will ensure as far as possible that no employee or potential employee receives less favourable treatment on the grounds of the following protected characteristics:

Pregnancy and maternity, gender (including marriage – marital or civil partnership and gender-reassignment); race (including ethnic origin, colour, nationality, language or national origin); disability; sexual orientation; religion, spirituality or belief; age, sex, or disadvantaged by any other conditions or requirements which cannot be shown to be justifiable.

4.3 This policy aims to:

- Reinforce DSAT's commitment to equal opportunities in employment practice
- Ensure DSAT fulfils its legal obligations in accordance with relevant legislation
- Promote a climate in which good equal opportunities practice exists
- Create an environment in which individual differences and the contributions of all DSAT staff are recognised and valued
- Ensure every employee is treated with dignity and respect
- Ensure that any form of intimidation, victimisation, bullying or harassment will not be tolerated
- Ensure training, development and progression opportunities are available to all
- Challenge breaches of equality and regard such breaches as misconduct which may lead to disciplinary action

4.4 Fairness at work and good job performance go hand in hand. Tackling discrimination helps to attract, motivate, retain and enhance DSAT's reputation as an employer. Eliminating discrimination helps everyone to have an equal opportunity to work and develop their skills.

4.5 All DSAT employees will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All DSAT employees will be helped and encouraged to develop their full potential and the talents and resources of DSAT's workforce will be fully utilised to maximise the efficiency of the organisation.

5. Protected Characteristics

5.1 All DSAT employees will be treated fairly and equally and will not be discriminated against on the basis of the following protected characteristics:

5.2 **Age** – All DSAT employees will be treated fairly regardless of their age. Employees will not be harassed, victimised or directly or indirectly discriminated against because of their age. Employees will also not be compulsorily retired because of their age. In some circumstances different treatment because of age will not be unlawful if it is objectively justified and demonstrated that it is a proportionate means of meeting a legitimate aim.

5.3 **Disability**- A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This covers all forms of physical, sensory, or mental impairments, including learning disabilities which have lasted more than 12 months.

- 5.3.1 DSAT employees will not be directly or indirectly discriminated against on the grounds of a disability or treated less favourably because of something connected with a disability. DSAT is committed to supporting staff to help them overcome a disadvantage resulting from impairment, therefore where a manager knows, or could reasonably be expected to know, a person has a disability, reasonable steps should be taken to support them in working to overcome their disability or anything in connection with their impairment, however, there will be some instances where adjustments are not deemed reasonable
- 5.4 **Gender Reassignment** – DSAT employees or potential DSAT employees will not be discriminated against on the basis of gender reassignment. A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. Transsexual people will not be treated less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment – than they would be treated if they were absent because they were ill or injured.
- 5.5 **Marriage and Civil Partnership** – DSAT employees or job applicants who are married or in a civil partnership will be treated fairly and equally to all others.
- 5.6 **Pregnancy and maternity** – DSAT is committed to protecting a woman against discrimination on the grounds of pregnancy and maternity, during the period of her pregnancy and any stated maternity leave to which she is entitled. An employee's period of absence due to pregnancy-related illness will not be taken into account when making any decision about her employment.
- 5.7 **Race** – 'Race' includes colour, nationality and ethnic or national origins and employees of DSAT will not be treated less favourably on the grounds of these characteristics.
- 5.8 **Religion or belief** – Generally, DSAT employees and job applicants will not be discriminated against on the basis their religion or beliefs. DSAT employees will be respectful of people with other religions and also of those of the same religion. 'Religion' includes any religion and also a lack of religion, i.e. those who do not follow a religion. However, there may be some roles within DSAT that have a genuine occupational requirement (GOR) - and where this occurs this will be clearly stated at the point of recruitment advertising.
- 5.9 **Sex** – Both male and female employees and job applicants will not be treated less favourably on the basis of their gender.
- 5.9.1 **Sexual Orientation** – Employees and job applicants will be treated fairly regardless of their sexual orientation, whether they are bisexual, gay, heterosexual or lesbian.

6. Context of Employment

- 6.1 DSAT's Equal Opportunities policy recognises the importance of treating all employees and potential employees fairly, however it also appreciates the value of equal opportunity in the context of employment, including:
- 6.2 Recruitment and Selection –
- In recruiting staff, DSAT will ensure that its practices do not discriminate against candidates or potential candidates in ways which are unconnected to their ability to perform the duties of the post. All staff will be given opportunities to develop their skills and expertise in their chosen career.
 - DSAT ensures that good practice and equality of opportunity are integral to the recruitment and selection processes. Recruitment and selection shall be approached in a fair, consistent, equitable, transparent and effective manner, with due regard for equal opportunities legislation.
 - DSAT will seek to ensure that all documentation, including job descriptions and person specifications relating to recruitment and selection will avoid unfair and unlawful discrimination. The Academy will provide application forms in alternative formats where required.
- 6.3 Selection for redundancy –
- In the event that DSAT has to consider redundancies to meet changing future staffing needs, decisions will be based solely on objective selection criteria.
 - No one will be selected for redundancy simply due to their age, gender, marital status, race / ethnicity, religion or belief, disability, sexuality, membership or non membership or a trade union
 - DSAT's Redundancy Procedure outlines the commitment to determine fair and objective selection criteria in determining potential redundancies.
- 6.4 Pay –
- Equal Pay - The pay of staff should be granted based on their skills and abilities and not based on a particular characteristic. DSAT will ensure as far as possible that pay is equal between employees; particularly that it is equal between males and females.
 - Pay Secrecy – DSAT will not prevent or restrict employees from having a discussion to establish if differences in pay exist that are related to protected characteristics.

7. Impact Assessment

- 7.1 All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you or any other groups believe you are disadvantaged by this policy please contact Human Resources.