



Equal Opportunities Policy

1. Equal opportunities statement

- 1.1 Tudor Grange Academies Trust (the MAT) is committed to promoting equal opportunities in employment. All employees or workers and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**). Further these principles and this Policy apply to the way in which staff, the MAT Members, the Board of Directors (the MAT Board), volunteers, governors, agency workers and interns treat pupils, parents and guardians of pupils, visitors, clients, customers and suppliers.

2. About this policy

- 2.1 This policy sets out the MAT's 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, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 2.2 This policy covers all employees, officers, consultants, MAT Board, MAT Members, governors, contractors, volunteers, interns, casual workers and agency workers.
- 2.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.
- 2.4 This policy seeks to actively advance equality of opportunity, prepare pupils for life in a diverse society, promote good relations amongst people within the MAT and the wider communities in which it works and to encourage improvement and evaluation of equality and diversity action in achieving the MAT's goals.

3. Who is responsible for this policy?

- 3.1 The MAT board has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility for this policy, has been delegated to the Executive Principal and to the Principal of each Academy.
- 3.2 All of the Executive and Senior Leadership Teams must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. The Executive and Senior Leadership Teams will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. The Executive Compliance Officer has overall responsibility for equal opportunities training.
- 3.3 If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact The Executive Compliance Officer or the PA to the Executive Team to request training or further information.
- 3.4 This policy is reviewed annually by the MAT Board. Recommendations for change should be reported to the MAT Board.

- 3.5 Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting The Executive Compliance Officer.

4. Discrimination

- 4.1 Those to whom this Policy applies must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on Academy-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 because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

4.2.2 Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified.

4.2.3 Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, 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-Bullying Policy.

4.2.4 Victimization: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

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 As Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. For other information please see the Recruitment and Selection Policy.

- 5.2 The MAT is 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 PA to the Executive Team, the PA to any of the Academy Principals, or UK Visas and Immigration.

5.3 The MAT takes Safeguarding of Children very seriously (see our Safeguarding Policy) and will apply the Rehabilitation of Offenders Exceptions Order to the work of anyone who works for the MAT. This means that all applicants for posts will be asked about spent convictions as well as current ones. The Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 also applies and requires enhanced DBS checks. For further information please see the Recruitment Policy.

6. Monitoring

6.1 Equal opportunities information will be compiled and monitored by the MAT. The MAT will comply with its reporting duties in line with the Education Acts for the time being in force.

7. Admissions and exclusions

7.1 The MAT's admissions arrangements are fair and transparent. Exclusions will always be based on the MAT's Behaviour Policy. The MAT will monitor both admissions and exclusions to seek to avoid any adverse equalities impact.

8. Training and promotion and conditions of service

8.1 The Training needs will be identified through regular appraisals. All employees will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

8.2 Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.

8.3 Our 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.

9. Termination of employment

9.1 We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

9.2 We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

10. Disabilities

10.1 If anyone to whom this policy applies is disabled or becomes disabled, they are encouraged to tell us about their condition so that we can support them as appropriate.

10.2 If anyone experiences difficulties at work because of their disability, they may wish to contact their line manager, or the Principal or Head of School, to discuss any reasonable adjustments that would help overcome or minimise the

difficulty. The line manager, or Principal or Head of School, may wish to consult with the disabled person and their medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate the disabled person's needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

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

11. Part-time and fixed-term work

- 11.1 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.

12. Breaches of this policy

- 12.1** We 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.
- 12.2** If any of those to whom this Policy applies believes that they have suffered discrimination they can raise the matter through our Grievance Procedure or through our Anti-harassment and Bullying Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.
- 12.3** 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.

13. Related policies

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

- 13.1.1** Anti-Bullying Policy.
- 13.1.2** Grievance Procedure.
- 13.1.3** Disciplinary Procedure.
- 13.1.4** Flexible Working Procedure.
- 13.1.5** Maternity, Paternity, Adoption and Shared Parental Leave Policies.
- 13.1.6** Parental Leave Policy.
- 13.1.7** Time Off for Dependants Policy.
- 13.1.8** Staff Code of Conduct Policy.
- 13.1.9** Recruitment and Selection Policy.
- 13.1.10** Sex and Relationships Education Policy.