



# BEIS YAAKOV JEWISH SCHOOL ACADEMY

## STAFF EQUALITY POLICY

Date of approval	June 2018
Date of next review	June 2021
Term of review	3 years
Committee Responsible	FGB
Prepared By	SLT
Signed and dated by Chair of Committee	

Changes Made	Date

## **1. Introduction**

- 1.1. Beis Yaakov Jewish Girls High School Academy,(BYJHS) is committed to ensuring that all employees have the opportunity to maximise their potential and enhance their self-development and their contribution to the organisation. As a learning organisation, BYJHS is committed to developing an open workplace culture in which everyone feels valued and can add value. We aim to nurture creativity and innovation and thereby to tap capacity for growth and improve performance.
- 1.2 It is unlawful to discriminate directly or indirectly in recruitment or employment on grounds of sex, gender reassignment, maternity and pregnancy, age, race, disability, sexual orientation, religion or belief, marriage or civil partnership (these are known as protected characteristics).
- 1.3 It is also unlawful to directly discriminate against someone because they associate with another person with a protected characteristic (associative discrimination) or to discriminate against someone because others think that they possess a protected characteristic (perceptive discrimination).

## **2. Scope**

- 2.1 This diversity and equality policy applies to all academy employees.
- 2.2 The policy will also apply to all governors, volunteers, contractors, job applicants, student placements and trainees.

## **3. Aims**

3.1 BYJHS is committed to eliminating discrimination and encouraging as much diversity as possible amongst the workforce. The overall aim is that each employee feels respected and able to give of their best. We oppose all forms of unlawful and unfair discrimination. This policy aims to promote an inclusive culture and working environment within the Academy where:

- The diversity of all employees is respected and valued;
- All employees have the opportunity to receive fair treatment in an environment free from discrimination and harassment;
- All employees whether full time, part time, or temporary will be treated fairly and equally;
- Opportunities for promotion, training, and continued employment are provided to all staff based on merit and ability in relation to the role and criteria.
- All employees are helped and encouraged to develop their full potential and the talents and resources of the workforce are fully utilised to maximise the efficiency of the organisation;
- No form of intimidation, bullying or harassment is tolerated;
- Recruitment and employment decisions are made on the basis of merit and fair and objective criteria. No employee or job applicant shall be disadvantaged by requirements that cannot be shown to be relevant to the job they applied for or hold;

## **4. Responsibilities**

4.1 Everybody has a responsibility for working together to promote a harmonious environment, which eliminates discrimination and harassment.

### **4.2 Role of the Governing Body**

- The Governing Body has responsibility for ensuring all the Academy policies promote and sustain equality and diversity in employment practices and in the provision of the service.
- The Governing Body will ensure there are effective policies in place for managing recruitment and selection, performance management, pay, grievances and complaints.

### **4.3 Role of the Head Teacher**

- To promote equality and diversity throughout the Academy and ensure that colleagues are aware of their responsibilities and expectations with regard to their conduct. They will recognise the need for continuous professional development on issues of equality and diversity.
- To ensure that all customs and practices within the Academy adhere to the principles stated within this policy.
- To ensure that the Academy keeps up to date with current legislation and developments with regard to equality and diversity Issues.
- To ensure that this policy is implemented effectively and that any contravention will be dealt with under the Academy's Grievance policy, Complaints policy or Disciplinary policy as appropriate.
- To give unbiased and justifiable consideration to requests from staff for employment benefits in line with the Academy's procedures, e.g. flexible working, annual leave, training etc.
- To ensure Equality Impact Assessments are carried out with regards to all its policies and programmes in relation to disability, ethnicity and gender in order to ensure development of sound and robust policies which enhance the positive impact of a proposal and remove or minimise any negative or adverse impact on equality.

### **4.4 Role of Line Managers**

- To ensure they understand their responsibilities under this Policy and in accordance with equality and diversity legislation
- To be responsible for delivering equality of opportunity to all the staff they manage including access to information, resources, training, support and application of policies and procedures.
- To encourage respect for diversity within their team and provide staff with any support or guidance to help achieve this objective.

#### 4.5 **Role of Employees**

- Every employee, irrespective of their job or position within the Academy, has an individual responsibility not to unfairly discriminate and to treat others in a fair and non-judgmental manner and to promote positive attitudes and relationships. This extends to the treatment of job applicants, fellow employees, governors and visitors.
- Individual employees will be held accountable for their actions if they contravene the Academy's commitment to act as an equal opportunities employer and service provider.
- If an employee believes that they have been subject to any harassment or other violation of this policy they must make it plain at an early stage that the behaviour is unacceptable to them. The employee should also inform their line manager or the Head Teacher. Any employee who believes that he/she has suffered any form of discrimination, harassment or victimisation is entitled to raise the matter through the Grievance Procedure. Any breach of this policy will be seen as misconduct and employees may be subject to disciplinary proceedings.

### 5. **Monitoring and Review**

5.1 The Governing Body and the Head Teacher will ensure that HR policies and procedures are reviewed on a regular basis to identify and eliminate processes, practices or eligibility criteria which may discriminate (directly or indirectly) against any particular group or category of employees.

5.2 Staff contracts of employment will be reviewed on a regular basis to ensure they are compliant with the Equalities Act 2010.

5.3 Equal opportunities information will be compiled and monitored by the Academy. The monitoring systems will adhere to the Data Protection Act. The systems will be reviewed regularly to ensure they are providing relevant information.

### 6. **Discrimination and Harassment**

The Governing Body and BYJHS will not tolerate any form of discrimination or harassment by or against employees.

### 7. **The Law**

7.1 This policy will be implemented within the framework of the Equalities Act 2010

### 8. **Definitions**

#### 8.1 Discrimination

"Discrimination" occurs when decisions regarding employment, advancement and/or remuneration are wholly or partly based on age, race, sex gender reassignment, marriage and civil partnership, disability, sexual orientation, religion, religious or belief, pregnancy and maternity ("protected characteristics").

#### 8.2 Direct discrimination

Direct discrimination occurs where someone is put at a disadvantage or suffers less favourable treatment because they possess a protected characteristic in relation to his or her employment. Direct discrimination may even occur unintentionally.

#### 8.3 Indirect discrimination

Indirect discrimination occurs where an apparently neutral policy, condition or requirement is applied to everyone, but which in practice has a disproportionately adverse effect on one particular group of staff who share a protected characteristic.

#### 8.4 Associative discrimination

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

#### 8.5 Perceptive discrimination

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

#### 8.6 Victimisation

Victimisation occurs where an individual is treated less favourably or suffers a detriment because s/he has made a complaint or assisted someone else in making a complaint of discrimination or harassment on Discriminatory Grounds.

#### 8.7 Harassment

Harassment is any unwanted conduct, related to any relevant protected characteristic affecting the dignity of a person or creating a humiliating, hostile or intimidating environment for that person. Under the Equality Act employees can complain of behaviour that they find offensive even when it is not directed at them and they themselves do not possess the relevant characteristic. Third party harassment occurs when employees who possess a protected characteristic face harassment from people who are not employees of BYJHS

### **9. Right of Complaint**

Where an individual feels that any member of the Academy has not treated them in accordance with this policy, they have the right of complaint through the appropriate procedure:-

- Where an individual employed by the Academy feels they have been discriminated against by an employee, manager or governor of the Academy, they should refer to the Academy's Grievance Policy.
- Where an individual not employed by the Academy feels they have been discriminated against by an employee, manager or governor of the Academy, they should refer to the Academy's Complaints Procedure.

**Any breach of this policy will be seen as misconduct and employees may be subject to disciplinary proceedings.**

*This policy should be read in association with the following policies:*

- Staff Recruitment Policy
- Staff Appraisal Policy
- Staff Pay Policy
- Staff Disciplinary Procedures
- Staff Grievance Procedure
- Complaints Procedure