

Equal Opportunities Policy

This policy sets out Yorkshire English School's approach to Equal Opportunities and establishes guidelines for dealing with workplace discrimination.

YES will commit to a comprehensive policy of Equal Opportunities in employment, in which individuals are selected and treated on the basis of their relevant qualities and abilities and are given Equal Opportunities within the school. The aim of this policy is to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice. The School is committed to a programme of action to make this policy fully effective.

It is the School's policy as an employer to treat all people with dignity and respect, equally irrespective of any of the 'Protected Characteristics' as defined by the Equality Act 2010. The protected characteristics are: age, disability - including mental health, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The School will not tolerate discrimination against employees on any of these grounds.

Commitment

To this end, within the framework of the law, YES is committed to achieving and maintaining, whenever practicable, a workforce which broadly reflects the entire country.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay and career management are based solely on objective and job related criteria.

Responsibilities

Individual employees

Individual employees, therefore, at all levels are responsible for ensuring that their own conduct, in the exercise of YES's affairs, is consistent with this equal opportunities policy. In particular they must not:

- Discriminate against colleagues, other employees, job applicants or students or harass them;
- Induce, or attempt to induce, other employees/students to practice unlawful discrimination;
- Victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination.

Monitoring of the Policy

YES supports the principle and use of monitoring to ensure the effective operation of the policy. This will be undertaken by the Welfare Officer who will report their findings annually to the Management. All monitoring will respect the confidentiality of the individuals concerned.

Grievances

Grievances concerning discrimination will be investigated in accordance with YES's normal Grievance Procedure.

Training

YES will identify any scope for the provision of training and encouragement to assist in overcoming barriers to progression and appointment.

In order to achieve effective implementation of the policy, YES will ensure that this Policy Statement is brought to the attention of all employees/students.

Breaches of the policy

Serious breaches of the equal opportunities policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or who has provided information about such discrimination. Such behaviour will be treated as potential gross misconduct under YES's disciplinary procedure. Employees should support colleagues who suffer such treatment and are making a complaint.

The Equal Opportunity Policy was revised in December 2017 and will continue to be reviewed on a regular basis to ensure compliance with relevant statutory legislation. Any revisions necessary will be approved by the School Principal.