

Equality Policy



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CONTENTS

1- Equal opportunities Statement	Page 3
2- About this policy	Page 3
3- Discrimination	Page 3
3.2- Direct discrimination	Page 3
3.3- Indirect discrimination	Page 3
3.4 Victimization	Page 3
3.5- Disability discrimination	Page 3
4- Recruitment and Selection	Page 4
5- Disabilities	Page 4
6- Part-time and fixed term work	Page 4
7- Breaches of this Policy	Page 4

1. EQUAL OPPORTUNITIES STATEMENT

KWS School is committed to promoting equal employment opportunities. You 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').

2 ABOUT THIS POLICY

2.1 This policy outlines our approach to equal opportunities and avoiding 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 The Managing Director is responsible for this policy and any necessary training on equal opportunities.

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

3 DISCRIMINATION

3.1 You 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 (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events, including social events.

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

3.2.1 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.

3.2.2 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. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have more significant childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

3.2.3 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-harassment and Bullying Policy.

3.2.4 Victimisation Retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

3.2.5 Disability discrimination includes direct and indirect discrimination, any unjustified less favorable treatment because of a disability's effects, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4 RECRUITMENT AND SELECTION

4.1 Recruitment, promotion, and other selection exercises, such as redundancy selection, will be conducted on the basis of merit against objective criteria that avoid discrimination. If possible, more than one person should be shortlisted.

4.2 Vacancies should generally be advertised to a diverse labour market section. Advertisements should avoid stereotyping or 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.

4.3 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.

4.4 Job applicants should not be asked about health or disability before a job offer is made, except in the minimal circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Job offers can be made where necessary based on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

5 DISABILITIES

5.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

6 PART-TIME AND FIXED-TERM WORK

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

7 BREACHES OF THIS POLICY

7.1 We take a strict approach to breaches of this policy, which will be dealt with by our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct, resulting in dismissal.

7.2 If you believe you have suffered discrimination, you can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.

7.3 You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.