

**The Cam Academy Trust**  
**STAFF EQUALITY AND DIVERSITY POLICY**

<b>Approved in consultation with the Audit &amp; Risk Committee on behalf of the Trust Board</b>	20 <sup>th</sup> June 2019
<b>Date of next review:</b>	<b>June 2021</b>
<b>Responsible Officer:</b>	<b>Trust HR Manager</b>
<b>Category – 1</b>	<b>Version – 2</b>

## **1. Policy**

- 1.1 The Cam Academy Trust is committed to promoting diversity and equality of opportunity for all, and aims to attract and retain a diverse workforce that reflects the community that it serves and believes in equality, inclusion and fairness. The Trust endeavours to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
- 1.2 The Trust does not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat parents, visitors, volunteers, contractors and former staff members.
- 1.3 All staff have a duty to act in accordance with this policy and to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.
- 1.4 The Trust equality objectives can be found within the Equalities Framework.
- 1.5 This policy does not form part of any employee's contract of employment and may be amended at any time.

## **2. Who is covered by the policy?**

- 2.1 This policy covers all individuals working at all levels and grades, including senior managers, employees, trainees, part-time and fixed-term employees, volunteers, casual workers, agency staff and governors (collectively referred to as **staff** in this policy).

## **3. Who is responsible for this policy?**

- 3.1 The Local Governing Body of each school has ultimate responsibility for the effective implementation of this policy and the Manager with responsibility for equalities issues has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. The Audit & Risk Committee] is responsible for monitoring the implementation of this policy [and reporting on the progress made in achieving targets set by the Local Governing Body]. Day-to-day operational responsibility has been delegated to the Principal/Headteacher. All managers 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. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. The Principal/Head teacher has overall responsibility for equal opportunities training. All members of staff are personally responsible for ensuring that they adhere to the policy and promote our aims and objectives with regard to equal opportunities. In certain circumstances the Local Governing Body could be held to be vicariously liable for actions of their staff. Staff

should be aware that they may be personally liable if they are found to have discriminated against another person whilst in School or on School-related business.

- 3.2 Staff involved in management or recruitment, or who have any questions about the content or application of this policy, should contact the Principal/Headteacher to request training or further information.

#### **4. Scope and purpose of the policy**

- 4.1 This policy applies to all aspects of relationships between staff members at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 4.2 The trust, and schools within the trust, will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities.

#### **5. Forms of discrimination**

- 5.1 Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.
- 5.2 Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination. Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, a requirement to work full time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.
- 5.3 Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- 5.4 Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment or supported someone else's complaint.

#### **6. Staff training and promotion and conditions of service**

- 6.1 Staff training needs will be identified through regular staff appraisals. All staff 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. (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.)
- 6.2 The Trust's conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

#### **7. Discipline and Termination of Employment**

- 7.1 The Trust will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

7.2 The Trust will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

## **8. Disability discrimination**

8.1 If a staff member is disabled or become disabled, the condition must be reported in order that appropriate support can be given.

8.2 If difficulties are experienced at work because of a disability, this must be reported to the line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The line manager may wish to consult with the staff member and his/her medical adviser(s) about possible adjustments. The matter will be carefully considered, and the school must try to accommodate the persons needs within reason. If a particular adjustment is thought to be unreasonable, the reasons will be explained, and an alternative solution sought where possible.

8.3 The physical features of the school's premises will be monitored to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other staff. Where reasonable, the school will take steps to improve access for disabled staff and service users.

## **9. Fixed-term employees, Casual and Agency Workers**

9.1 The Trust monitors their use of fixed-term employees, casual and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. The Trust will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

## **10. Part-time work**

10.1 The Trust monitors the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. The Trust will ensure requests to alter working hours are dealt with appropriately under the Flexible Working Policy.

## **11. Breaches of this policy**

11.1 If a staff member believes that they may have been discriminated against or have been subject to harassment or bullying, they are encouraged to raise the matter through the school's Grievance Procedure.

11.2 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

11.3 Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Trust will take a strict approach to serious breaches of this policy.

## **12. Monitoring and review of the policy**

12.1 This policy is reviewed annually by the [Audit & Risk Committee].

12.2 The Trust will continue to review the effectiveness of this policy to ensure it is achieving its objectives.

12.3 Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the Chief Executive of the Trust.

13. Legislation and guidance

This document meets the requirements under the following legislation:

- The Equality Act 2010, which introduced the public-sector equality duty and protects people from discrimination
- The Equality Act 2010 (Specific Duties) Regulations 2011, which require schools to publish information to demonstrate how they are complying with the public-sector equality duty and to publish equality objectives