

# **The King's School, Worcester**

## **Equal Opportunities Policy - Workforce**

### **Purpose**

The King's School, Worcester School is an equal opportunities employer.

In order to promote an environment within which the school can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice. We are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics" under the Equality Act 2010).

This policy applies to School employees, job applicants, agency staff, consultants and volunteers (workforce).

There is a separate *Equal Opportunities Policy* for pupils.

This policy should be read in conjunction with:

- *Accessibility Policy and Plan*
- *Code of Conduct*
- *Recruitment, Selection and Disclosures Policy and Procedures*

The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.

### **Objective**

To regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

To ensure that employees or prospective employees receive fair, lawful treatment on the grounds of a Protected Characteristic whether they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic, in particular but not only, in relation to:

- Recruitment and selection
- Promotion, transfer and training opportunities
- Benefits, terms and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment including redundancies
- Conduct at work
- Procedures ensure fair and equitable treatment in relation to admission and assessment of students.

## **Implementation**

The Governors have overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The Governors have delegated day to day responsibility for operating the policy and its ensuing maintenance and review to the Bursar. Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policy and promote the aims and objectives of the School with regard to equal opportunities. All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives.

The School with the assistance of the staff will:

- Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit
- Advertise vacancies and ensure job selection criteria are appropriate for the job
- Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
- Ensure that all members of staff are fully informed and aware of this Policy
- Monitor the composition of the School and the effects of its recruitment practices
- Review existing procedures to ensure they are not discriminatory in their operation
- Ensure language used in official communication reflects the letter and spirit of the policy

## **Recruitment and Selection**

The staffing process is governed by the school's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account
- All applicants will be dealt with courteously and as expeditiously as possible
- Carefully selected and validated skills tests may be used as part of the selection process
- Appointments will be confirmed on receipt of satisfactory references and DBS checks/ prohibition orders and/or medical report and/or satisfactory completion of a probationary period

## **Disability**

If employees have or develop a disability during the course of their employment, the school will provide support as appropriate.

A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For

example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If an employee experiences difficulties at work because of their disability, they may wish to contact Human Resources to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Human Resources may consult with the Health and Safety Advisor and/or seek an occupational health assessment about possible adjustments. The employee may be required to give their consent to a report being produced about their state of health and ability to perform their duties. We will consider the matter carefully and try to accommodate the employee'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. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

The School will make such adjustments to work arrangements or School premises as are reasonable to enable a staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign, and flexible hours.

Where during the course of their employment a member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with Human Resources.

## **Dignity at Work**

The Employee should not engage in any behaviour or conduct which may amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to dismissal.

Harassment may take the form of unwanted conduct which is related to a relevant Protected Characteristic, which is perceived as affecting an employee's dignity at work. It may also take the form of unwanted conduct towards someone based on their appearance or other personal characteristics, which is perceived as affecting their dignity at work. It is not only unwanted physical contact, assault or propositions; it includes suggestive remarks or gestures, pin-ups, graffiti, offensive comments, jokes and banter. Harassment may include bullying, intimidating behaviour, persistent teasing or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities, or exclusion from normal work place conversation. It may be directed towards one individual or a group. A single incident can amount to harassment if sufficiently grave.

## **Procedure**

- If the employee considers that they have been the recipient of unwanted conduct amounting to harassment, it is open to them to try to resolve the problem informally with the other person, either face to face or in writing or if appropriate with their line manager or HR. If this is not appropriate or has not been successful, the employee may raise a grievance in accordance with the procedure in the Employment Handbook. All such grievances will be dealt with sensitively and in confidence as far as reasonably practicable to progress the complaint.

- The School will seek to ensure that the employee is not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped.
- If the employee considers that they have been subject to discrimination of any form, they should inform the Headmaster/Head/Bursar/HR.
- False or malicious allegations will be treated as a disciplinary offence. Retaliation against a member of staff who complains of harassment or discrimination may lead to disciplinary action.
- If, after investigation, a breach of the Policy has occurred the matter may be subject to disciplinary action.

## **Monitoring**

The Headmaster/Heads/Bursar/Senior Leadership/Heads of Department and Human Resources monitor good practice within their specific areas of responsibility.

## **Communication**

All job specifications will contain references to equal opportunities. The policy will be referred to at inductions, cross referenced with related policies and made available on Firefly. It will be attached to the staff employment handbook for all new staff.

## **Review**

This policy is reviewed every three years by Governors.

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Position</b>
1	01/09/2017	HL Jackson	Bursar
2	31/08/2020	HL Jackson	Bursar