



LORD
WANDSWORTH
COLLEGE

· HAMPSHIRE ·

EQUAL OPPORTUNITIES POLICY (Staff)

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Equal Opportunities Policy (Staff)

INTRODUCTION

It is the College's policy not to discriminate against its workers on the basis of any Protected Characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Or the fact that they are a part-time worker or a fixed-term employee. Our workers and applicants for employment shall not be disadvantaged by any policies which cannot be justified as necessary for operational purposes. The College shall, always, strive to work within legislative requirements as well as promoting best practice. The College is committed to making this policy effective and to bring it to the attention of all workers.

The following paragraphs deal with the specific categories of workers and areas of work which we have identified as potentially giving rise to equal opportunities issues and provides more specific guidance on the parameters of our policy and approach to equal opportunities.

This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

This policy applies to the College's all employees, to ex-employees, to job applicants and to individuals such as agency staff and consultants who are not our employees, but who work at the College (collectively "workers").

All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. In some situations, the College may be at risk of being held responsible for the acts of individual members of staff and therefore shall not tolerate any discriminatory practices or behaviour. Refer to the Dignity at work Policy for more details around harassment or bullying.

IMPLEMENTATION

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. If you are involved in management or if you have any questions about the content or application of this policy, you should contact the People Team to request further training.

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 College regarding equal opportunities. To facilitate this

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process, managers shall be given training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

DISCRIMINATION

Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in paragraph 1 of this policy.

- For example, rejecting an applicant because it is considered they would not “fit in” on the grounds of their race would be direct discrimination.

Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race.

- For example, a height requirement would be likely to eliminate proportionately more women than men. If these criteria cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex.

Discrimination also includes **Victimisation** (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment. **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 referred to further in our [Dignity at Work Policy.pdf](#)

Disability discrimination. If you are disabled or become disabled in the course of your employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise the People Team of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. The People Team may wish to consult with you and with your medical advisor about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

RECRUITMENT AND SELECTION

The College aims to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed paragraph one of this policy. Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are regularly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

To ensure that this policy is operating effectively with respect to recruitment and selection, the College monitors applicants’ racial origins, gender, disability, sexual orientation, religion or belief and age as part of the recruitment procedure. We also maintain records of this data [in an anonymised format] solely for the purposes stated in this policy. Ongoing monitoring and regular analysis of the data provide the basis for taking appropriate positive steps to eliminate unlawful direct and indirect discrimination and implement this policy.

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We will adopt a consistent, non-discriminatory approach to the advertising of vacancies. Vacancies should generally be advertised to a diverse section of the labour market. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group. Advertisements should avoid stereotyping or using 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.

Role Profiles will be updated to ensure they are in line with our equal opportunities policy. Job requirements will be reflected accurately and summarised in the person specifications.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited 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. Where necessary, job offers can be made conditional 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.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from UK Visas and Immigration.

As an organisation using the Disclosures and Barring System (DBS) to assess applicants' suitability for positions of trust, LWC undertakes to comply fully with the DBS fairly. It undertakes not to discriminate unfairly against any person on the basis of a conviction or other information revealed.

More information can be source within the [Recruitment and Selection Policy.pdf](#)

STAFF TRAINING AND PROMOTION

Staff training needs shall be identified through regular staff appraisals. All workers will be given an equal opportunity and access to relevant training to enable them to progress within the College. All promotion decisions shall be made on the basis of merit.

The composition and movement of workers at different levels shall be regularly monitored to ensure equality of opportunity at all levels of the College. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or under-represented groups.

Our conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all workers who should have access to them and that there are no unlawful obstacles to accessing them. This includes pay, policies and all benefits offered.

EMPLOYMENT

We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

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We will also ensure that disciplinary procedures are carried out fairly and uniformly for all workers, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

We will monitor our use of fixed-term employees 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. We will, where relevant, monitor their progress within the College to ensure that they are accessing permanent vacancies.

The College will monitor the conditions of service of part-time employees and their progression within the College to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately under our flexible working procedure.

BREACHES OF THE POLICY

If you believe that you may have been disadvantaged or harassed on any of the unlawful grounds listed at paragraph 1 of this policy, you are encouraged to raise the matter through the College's grievance procedure. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

If, after investigation, you are proven to have harassed any other worker because of and/or related to sex, sexual orientation, gender reassignment, religion or belief, race (including colour, nationality, ethnic or national origin), disability, or age, or fixed-term or part-time status or otherwise act in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The College will always take a strict approach to serious breaches of this policy.

GOOD TO KNOW

The College will monitor the equal opportunities policy and progress in achieving its objectives. Where barriers to equal opportunities are identified, any necessary changes will be made to this policy.

The College is committed to providing relevant training for staff on their responsibilities and duties under this policy.

RELATED POLICIES

- Grievance Policy
- Dignity at Work Policy
- Recruitment and Selection Policy
- Flexible Working Policy
- Code of Conduct

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| Staff member responsible | Revision Date | Approved By | Approval Date | Reason |
|--------------------------|---------------|--------------------|---------------|----------|
| JSP | May 2014 | | | Updated |
| JSP | March 2017 | SLT | 31/3/17 | Reviewed |
| JSP | January 2018 | - | - | - |
| JSP | March 2019 | | | |
| People Team | April 2022 | Director of People | Sept 2022 | Updated |