



DROYLSDEN

Academy

Equal Opportunities (Staff) Policy

1 Aims

- 1.1 The Governing Body of Droylsden Academy aims to support the creation of an environment that will:
- i eliminate unlawful, direct and indirect discrimination and promote equality of opportunity;
 - ii ensure that no employee or job applicant receives less favourable treatment on grounds of ethnic origin, colour, disability creed, marital status, nationality, race, religion, culture, gender, gender recognition or sexual orientation;
 - iii have regard to equal terms for men and women in employment in accordance with the EC Equal Terms Directive, 2002/73/EC;
 - iv have regard to Sex Discrimination (Gender Reassignment) regulations which prevent discrimination against transsexual people in employment and vocational training.
 - v eradicate racial, religious or sexual harassment or discrimination; and discrimination on the basis of disability and sexual orientation, and
 - v value, celebrate and learn from the cultural diversity of its staff.

2 The Workforce

- 2.1 The Academy will ensure that no employee receives less favourable treatment and that appropriate support is provided so that all employees attain their full potential to the benefit of the Academy and themselves.
- 2.2 The Academy wishes to achieve an ability-based workforce which is in line with the working population mix in the relevant labour market.
- 2.3 The cooperation of all employees is essential for the success of this policy. However, the Governing Body has lead responsibility for

achieving the aims of this policy and for ensuring compliance with the relevant Acts of Parliament and Codes of Practice. Behaviour or action against the spirit or the letter of the aims on which this policy is based will be considered a serious disciplinary matter and may lead to dismissal.

3 Positive Action

- 3.1 Under represented groups should be encouraged to apply for training and employment opportunities within the Academy. Recruitment to all jobs should be strictly on merit.
- 3.2 Wherever necessary, use should be made of lawful exemption to recruit suitably qualified people to cater for the special needs of particular groups.
- 3.3 Efforts should be made to identify and remove unnecessary and unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the needs of under represented groups.

4 Vacancy Advertising

- 4.1 The Governing Body shall put in place arrangements to determine which vacancies must be advertised both internally and externally simultaneously. It is anticipated that senior posts would always be advertised externally.
- 4.2 Steps should be taken to ensure that knowledge of vacancies reaches under-represented groups internally and, where appropriate, externally.
- 4.3 Wherever appropriate, vacancies should be notified to job centres, careers offices and colleges as well as to minority press, media and organisations.
- 4.4 All vacancy advertisements should include a short statement on equal opportunities.

5 Selection & Recruitment

- 5.1 Selection criteria, including job descriptions and postholder specifications, should be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- 5.2 Wherever possible, more than one person should be involved in the shortlisting and the selection interview. All staff involved in the recruitment process should receive training in equal opportunities.

5.3 The possible involvement of women, minorities and disabled persons in the shortlisting and interviewing process should always be considered.

5.4 Reasons for selection and rejection of applicants for vacancies must be recorded.

6 Personnel Records

6.1 Employees are able to check and correct their own records of personal details. Otherwise, access to personal records is restricted in accordance with the provisions of the Data Protection Act.

7 *Monitoring, Evaluation and Review*

7.1.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and published throughout the Academy.