

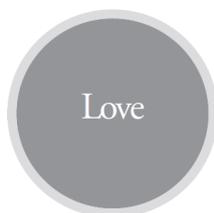


DEAN CLOSE FOUNDATION

The Dean Close Foundation

Equal Opportunities Policy for All Staff (W012)

Registered Charity No: 1086829



Date of Issue: Sept 2021
Review Date: Sept 2022
Owner: HR Director

THE DEAN CLOSE FOUNDATION

EQUAL OPPORTUNITIES – ALL STAFF

1. Equal opportunities

This policy has been authorised by the Trustees of The Dean Close Foundation (the “Charity”) for all its schools, nurseries and support functions. This policy will be reviewed periodically by the HR Director on behalf of the Board of Trustees. This policy does not form part of any employee’s contract of employment and we may amend it at any time.

The Dean Close Foundation is an equal opportunities employer. This means it is our policy that there should be no discrimination, harassment or victimisation of any employee, former employee, job applicant, customer, service provider or member of the public because of any of the following protected characteristics: age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. These are known as ‘protected characteristics’.

We are fully committed to providing, so far as practicable, a good and harmonious working environment that offers equal treatment and opportunities for all our employees, and where every employee is treated with appropriate respect and dignity.

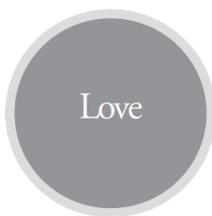
2. Purpose and scope

In issuing this policy we have three main objectives:

- to encourage employees to take an active role in combating all forms of unlawful discrimination, harassment and victimisation;
- to deter employees from participating in any such unlawful behaviour; and
- to demonstrate to all employees and others who engage with us, that they can rely upon our support in cases of unlawful discrimination, harassment or victimisation.

Whilst we recognise that overall responsibility for the effective operation of this policy lies with the board of directors, all employees, whatever their position within the charity, have some measure of responsibility for ensuring its effective implementation. In this respect you should ensure that you:

- co-operate with any measure introduced to develop equal opportunities;
- refrain from taking discriminatory actions or decisions which are contrary to either the letter or the spirit of this policy;
- do not treat, harass, abuse or intimidate other employees, former employees, job applicants, customers, service providers or members of the public in a manner contrary to the letter or the spirit of this policy;
- do not instruct, induce or attempt to induce or pressurise other employees to act in breach of this policy;



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- advise the charity if you are aware of any discriminatory conduct, either against yourself or any third party, so that we can take steps to deal with it at an early stage.

3. Types of discrimination

Various actions, omissions or behaviours will amount to unlawful discrimination if they relate to someone's protected characteristic:

direct discrimination - treating someone less favourably because of a protected characteristic, e.g. rejecting a job applicant because of their race, or failing to give someone promotion because of their gender.

indirect discrimination - applying a provision, criterion or practice which 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 greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

harassment - unwanted conduct related to a protected characteristic (including sexual harassment), which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

victimisation - retaliating against someone who has complained or has supported someone else's complaint about discrimination or harassment – e.g. refusing to give them a reference after they have left our employment.

disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

It is possible to discriminate against someone even if they do not actually possess the protected characteristic in question. For instance, it is unlawful to discriminate against someone because they are associated with another person who has a protected characteristic – e.g. they are married to someone of a different race. Similarly, what counts is your perception of their protected characteristic, even if that perception is incorrect. So it is still unlawful to discriminate against someone because you believe they are gay, even if they are not.

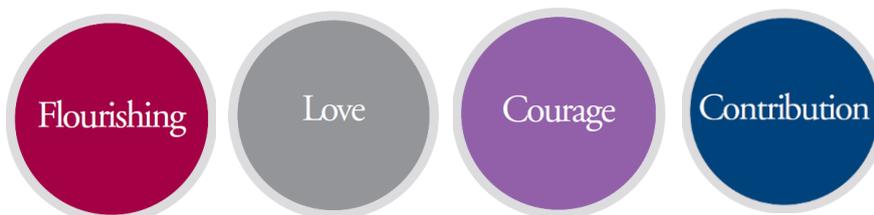
4. Reasonable adjustments for disability

Disability is defined in the Equality Act 2010 as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

If you believe you may be disabled within this meaning, please let us know so that we can explore what adjustments or support could reasonably be put in place to overcome any disadvantage you may be encountering.

5. Part-time and fixed-term employees

Our policy is to treat part-time and fixed-term employees the same as comparable full-time or permanent workers, and to afford them no less favourable terms and conditions (on a pro-rata basis where appropriate). However, in some respects different treatment may be justified, and



this is recognised by the law.

6. Breaches of this policy

We view breaches of this policy very seriously, and will deal with them using our disciplinary procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe you are being harassed, victimised or otherwise discriminated against, you should raise a grievance in accordance with the company's grievance procedure. However, you are reminded that this policy does not protect staff from ordinary incidents of working life, in particular reasonable guidance or reprimand in the course of performance management or disciplinary procedures, or generally where their concerns arise from treatment which is not because of any protected characteristic.

We will take all complaints seriously and seek to deal with them promptly and confidentially. If your complaint is upheld then you will be notified of this. The details of any action taken against the perpetrator as a result are usually confidential as between that person and the company.

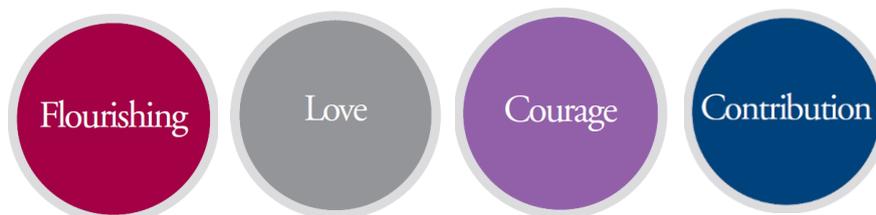
We recognise that some complainants may prefer not to have their names used in the course of any formal process. We will seek to accommodate such requests as far as practicable but staff will appreciate that if we are unable to mention names, this may limit our ability to investigate the complaint with the alleged perpetrator. Similarly, we may find it impracticable to investigate complaints made long after the events in question, and so you are encouraged to raise at an early stage any issues which concern you.

Every effort will be made to ensure that employees who make a complaint in good faith will not suffer any further detriment or be victimised because of making such a complaint. Any complaint of victimisation will be dealt with seriously, promptly and (so far as practicable) confidentially. By contrast, making a malicious allegation will be treated as misconduct and dealt with under our disciplinary procedure.

7. Review and Monitoring

This policy will be monitored from time to time to ensure it is achieving its objectives.

Staff are invited to comment on this policy and suggest ways in which it might be improved, by contacting HR.



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