

Equality & Diversity Policy Statement

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Safeguarding Roles and Responsibilities

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Introduction

It is Inspiring Teaching's policy to treat all job applicants and employees fairly and equally, regardless of sex, pregnancy or maternity, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, gender reassignment, age, race, colour, nationality, national or ethnic origins or disability, or any other grounds (whether prohibited by legislation or otherwise).

Inspiring Teaching is committed to supporting the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of any Protected Characteristic (PC).

Inspiring Teaching is totally committed to creating a working environment in which you are treated with dignity and respect, which is free from unlawful discrimination, victimisation or harassment.

The non-discrimination principle inherent in this policy includes the prohibition of discrimination against an individual because he or she associates with someone of a particular race, religion, sexual orientation, age, etc., for example an employee who is married to someone of a minority ethnic origin or who socialises with gay or lesbian friends. The prohibition on discrimination applies equally to situations where someone thinks or perceives (whether rightly or wrongly) that a colleague is of a particular race, sexual orientation, religion, age, sex or that he or she has a disability, is a trans-gender person, or is pregnant.

The policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.

Where increased pay and/or enhanced benefits are offered to employees on the basis of length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience.

The policy applies to job applicants (both internal and external) and all employees and other

workers whether full time, part time, temporary, seasonal or contractual.

This policy covers vacancy advertising, recruitment and selection, training, promotion and conditions of service and is compliant with the following legislation:

- The Rehabilitation of Offenders Act 1974.
- The Local Government Act 1988 and 1999.
- Special Educational Needs & Disabilities Act (SENDA) 2001.
- Racial & Religious Hatred Act 2006.
- The Work & Families Act 2006.
- Equality Act 2010.

The Company's aim is to create an environment that encourages and values diversity within its workforce and builds on the difference's individuals bring, enabling the Company's continued success. We aim to draw upon the widest possible range of views and experiences in order to meet the changing needs of our staff, clients, partners, candidates and temporary workers.

We seek to promote diversity and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to current legislation.

To achieve this, we will:

- Fulfil our social responsibility towards our employees' temporary workers and the communities in which we operate.
- Recognise all of our legal obligations with particular reference to those acts and directives detailed previously.
- Make all opportunities (including advertising, interview and selection processes, promotion and training) as accessible as possible to under-represented groups.
- Conduct monitoring and to ensure processes are fair, equitable and accessible and to identify any significant under-representation.
- Endeavour to attain a workforce that is representative of the communities from which it is drawn to secure the widest possible pool of talent.
- Recruit, train and promote the best person for the job and to make full use of the talents and resources of all our employees.
- Create a working environment free from unlawful discrimination, victimisation and harassment in which all employees, clients, partners, candidates and temporary workers are treated with dignity and respect.
- Periodically review our selection criteria and procedures to ensure that they remain compliant and maintain a system that ensures fairness.
- Distribute and continuously publicise our full Equality & Diversity Policy and procedures throughout the company to employees and to clients, partners, visitors, candidates, contractors and temporary workers.
- Provide the facilities and opportunity for anyone who believes that they have been treated inequitably within the scope of our policy to raise the matter through the appropriate grievance or complaints procedure.
- Log all reported instances of harassment and take action to mitigate and minimise harassment and victimisation wherever possible.
- Ensure that employees understand that breaches of this policy will not be tolerated and may lead to disciplinary proceedings.

Our Equality & Diversity Policy covers the following in detail:

- A detailed definition and explanation of the different types of discrimination, harassment & victimisation.
- Occupational requirement.
- Procedures relating to pre-Employment Health Questionnaires.
- Procedures relating to disabled persons, age discrimination, gender reassignment and part time workers.
- Procedures relating to harassment.
- Monitoring & positive action.
- Maintenance of personnel records.
- How to make a complaint relating to discrimination or harassment.

Inspiring Teaching is also concerned for the rights of pupils with special needs and takes full cognisance of the Special Needs Code of Practice. Therefore, Inspiring Teaching wishes to ensure that pupils with special needs receive their full education entitlement.

Failure to comply with the spirit of the relevant legal requirements will result in your removal from Inspiring Teaching register of workers and clients. Please educate yourself in the below, to ensure removal does not happen.

What is Discrimination?

Broadly, a person has been discriminated against if:

- They have been treated less favourably than another person because of one of the protected characteristics detailed above; because of an association with someone with a protected characteristic; or because others believe they possess a protected characteristic;
- A procedure or practice places a group of employees at a disadvantage on any of the above grounds;
- They suffer harassment because of a protected characteristic; or
- They have been victimised.

What is Harassment?

Harassment is unwanted conduct which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person. Harassment is unlawful where it is motivated by one of the grounds set out above but we include more general harassment within our definition. Although not exhaustive, the following are examples of types of behaviour that may amount to harassment:

- Physical assault;
- Physical or verbal abuse;
- Threats;
- Suggestive comments or gestures;
- Offensive gestures, language, gossip or jokes;
- Insulting or abusive behaviour or comments;
- Isolation or exclusion;
- Bullying;

- Unreasonable persistent criticism or humiliation.

What is Sexual Harassment?

Sexual harassment may take many forms, from relatively mild sexual banter to physical violence. Employees may not always realise that their behaviour constitutes sexual harassment but they must recognise that what is acceptable to one person may not be acceptable to another. Sexual harassment may be physical, verbal or non-verbal. Examples include:

- Insensitive jokes and pranks that contain a sexual element;
- Remarks or banter that have a sexual content;
- Lewd comments about appearance;
- Unnecessary and unwelcome body contact;
- Displays of sexually offensive material, eg pin-ups, e-mails with offensive attachments;
- Requests for sexual favours;
- Speculation or gossip about a person's private life and sexual activities;
- Threatened or actual sexual violence;
- Threat of dismissal, loss of promotion etc. for refusal of sexual favours;
- Emails of a sexual nature.

What is Victimisation?

Someone is victimised where they suffer unfavourable treatment because they have, in good faith, made a complaint under this policy, acted as a witness or accompanied a complainant to a hearing.

Responsibilities

It is your obligation to be sensitive about the impact that you have on others and behave in a way that supports our policy when dealing with everyone that you come into contact with as part of your employment with Inspiring Teaching. Our policy is not designed to discourage normal social relations among colleagues or with the public but aims to prevent discrimination, harassment and victimisation.

Our policy applies not only at Inspiring Teaching's premises but anywhere you are working as part of your employment with Inspiring Teaching. This includes any social occasions or member meetings organised by Inspiring Teaching or that you attend on behalf of Inspiring Teaching. The internal staff at Inspiring Teaching agree to adhere to this same policy and will be responsible in the way they behave at all occasions.

You must not condone discrimination, harassment or victimisation by others and if you do experience or witness any such behaviour you should report any incidents that you believe to be discriminatory to Bonita Corless who is the Head of Compliance and able to conduct the appropriate investigation.

The Complaints Procedure

We aim to resolve any complaints as quickly as possible. All complaints will be treated seriously and confidentially. Only complaints that relate to a breach of this policy should be made using this procedure.

What do I do if I am experiencing discrimination, harassment or victimisation?

You should consider whether it is appropriate to raise the matter directly with the person concerned in order to resolve the problem. If it is not, you should speak to a director or at first instant your line manager, whichever you feel more comfortable with.

Following your discussion, you will be asked to choose one of the following options:

- Agree that no further action is necessary;
- Agree to discuss the complaint with the individual who is alleged to have caused offence;
- Ask Inspiring Teaching to help to resolve the matter through informal and/or discreet approaches; or
- Make a formal written complaint to Inspiring Teaching.

If you are not satisfied with an informal approach, a formal complaint can be made at any stage.

How do I make a formal complaint?

You should make your complaint in writing and sign and date your letter. You will be heard by a Director and will find out the result of your complaint within **10** working days of the receipt of your letter. You may ask that someone of the same sex hears your complaint. If your request is reasonable in your circumstances, a different person than that chosen initially by Inspiring Teaching, may need to be selected to hear your complaint. If you are interviewed as part of your complaint, you will have the same right to be accompanied as in our grievance procedure.

If the complaint, at any stage of the process, has resulted in a disciplinary investigation against another person, the case will not normally be reopened if you escalate the complaint to the next stage.

What will happen after I have made my complaint?

Where a formal complaint is made, a full investigation will be conducted.

The first step is to investigate the allegations carefully and as discreetly as possible. This will involve hearing detailed accounts from all parties. Other members of staff may also be asked to provide information. Documents, e-mail and other evidence may be considered. A full record of the progress and outcome of the investigation and any steps taken will be reported to the complainant.

Those conducting the investigation will not be parties directly involved in the allegation.

What will happen if a formal complaint about a person is upheld?

Where a formal investigation has been conducted and where it has been reasonably concluded that some form of discrimination, harassment or victimisation may have taken place, those responsible will be subject to our normal disciplinary procedures.

Action will not normally be initiated without the agreement of the complainant but there are some circumstances where Inspiring Teaching may need to pursue the matter formally.

For example, if other people could be at risk if no action is taken.

The outcome of the disciplinary procedures will depend upon the circumstances. Serious acts of discrimination, harassment or victimisation will be regarded as gross misconduct and may lead to instant dismissal.

Am I protected if I make a complaint, act as a witness
or accompany a complainant to a hearing?

Yes. Any acts of retaliation or intimidation against an employee will be treated as a disciplinary offence. Having said this, an employee who maliciously makes an unfounded complaint will be subject to disciplinary action.

What if the complaint is about someone
who is not employed by the Inspiring Teaching?

Please speak with a member of staff that you feel comfortable speaking to, then appropriate action to deal with the problem will be discussed with you.

SPECIAL REQUIREMENTS RELATING TO EQUAL OPPORTUNITIES

We understand that people's needs at work are different and that some employees may have special requirements. For example, employees of a particular religion may need somewhere quiet to pray during their lunch break, need to take holiday on a particular day for a religious event, or need to have somewhere to store specially prepared foods. Alternatively you may have a disability and may feel that you need to have changes made to your workplace to help you do your job.

We will accommodate your requirements where it is possible and practical for us to do so but we cannot do so unless you let us know.

Monitoring and Review

Our policy is reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.