



Equal Opportunity Policy – September 2016

Legal Obligations

Fairness in the workplace is a vital part of a successful business or public body. It is supported by the law - the Equality Act 2010. The aim of the Equality Act is to improve equal job opportunities and fairness for employees and job applicants. Organisations should have policies in place so these outcomes happen and, just as importantly, to prevent discrimination. Under the Act, it is unlawful to discriminate against people at work because of nine areas termed in the legislation as protected characteristics:

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

Objectives

Top Up Teachers Plus Ltd is committed to encouraging quality and diversity among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best. In order to achieve this we will:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full time.
- Not unlawfully discriminate, following the statutory guidance from the Equality Act 2010, in relation to characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- Have a policy in place so all employees know what is acceptable and expected of them as individuals and as part of the organisation, in order to effectively stay within the law, promote equality and prevent discrimination.



Achieved by:

- We actively encourage equality and diversity in the workplace as they are good practice and make business sense.
- We ensure our staff and schools follow the equal opportunities within their establishments at all times.
- We ensure our staff are engaged within a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- We encourage our staff to conduct themselves in a way which helps the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- All staff understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, staff and children.
- We take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, staff and children through the course of the organisation's work activities.
- Acts will be dealt with as misconduct and appropriate action will be taken under the organisations procedures and policies. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassments relates to a protected characteristic – is a criminal offence.
- Make opportunities for training, developments and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take into account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitment set out in the policy.

The equality policy is fully supported by the directors of the company:

A handwritten signature in black ink, appearing to read 'M. Webster'.

Matt Webster (BSc Hons, PGCE)

Director

A handwritten signature in black ink, appearing to read 'Julie Webster'.

Julie Webster (BEd Hons)

Director