

# EQUAL OPPORTUNITIES POLICY

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## **Strategic Aims**

Arts Educational Schools London has following strategic aims:

- i. To strive for the highest standards in teaching and learning for all students;*
- ii. To provide access to and differential support for significant numbers of students with diverse qualifications, judged to have the potential to benefit from the special nature of education which Arts Educational Schools London has to offer;*
- iii. To strive for the highest levels of achievement in professional training, scholarship and research in key areas of expertise, central academic and professional character of Arts Educational Schools London;*
- iv. To create a high quality environment for students, pupils and staff on campus, characterised by good facilities and staff committed to providing accessible and effective professional, artistic, academic and personal support;*
- v. To develop a range of full-time and part-time training opportunities relevant to the objectives of the organisation;*
- vi. To develop a network of alliances with other education providers and agencies, within the UK and globally, to sustain and strength of the work of the institution;*
- vii. To provide education and training services in support of the national, international, regional and local needs;*
- viii. To generate additional income from the commercial exploitation of the expertise and intellectual property of the institution.*

## **Main Statement of Policy**

Arts Educational Schools London aims to be an employer with a reputation that will attract a diverse and effective workforce of high calibre staff with a wide range of abilities, experience and skills. It aims to develop and use individual talent to the full so that no source of potential is untapped.

It is the policy of ARTS EDUCATIONAL SCHOOLS LONDON to contribute to equality and social justice by ensuring that all members of staff and applicants for employment shall receive equality of opportunity irrespective of sex, gender (including gender reassignment), sexual orientation, sexuality, race, colour, creed, religion, political beliefs, ethnic or national origin, age, marital status, disability. ARTS EDUCATIONAL SCHOOLS LONDON is striving to break down barriers, extend opportunities and improve access to the resources of society. It aims to reach out to all sections of the community as employees, students, clients, partners and suppliers.

ARTS EDUCATIONAL SCHOOLS LONDON is committed to providing equal opportunities to employees to progress to the level of their potential. Recruitment, selection, promotion and general policies and practices will be periodically reviewed to ensure that the Arts Educational Schools London's policy is being implemented.

ARTS EDUCATIONAL SCHOOLS LONDON will not tolerate acts which breach this policy and all instances of such behaviour will be taken seriously, be fully investigated and may be subject to ARTS EDUCATIONAL SCHOOLS LONDON's disciplinary procedure.

It is the responsibility of every member of staff to ensure that ARTS EDUCATIONAL SCHOOLS LONDON's Equal Opportunities Policy is maintained and implemented.

## **Scope of Policy**

The policy applies to recruitment, terms and conditions of employment, selection of employees, training, salary, work allocation, career development, promotion, grievance and disciplinary procedures and all other aspects of employment.

## **SECTION A - EQUAL OPPORTUNITIES POLICY ON EMPLOYMENT**

### **Part I – Policy and Statutory Requirements:**

#### **1. Objectives of Policy**

1.1 To provide and promote equal opportunities for all employees and to promote ARTS EDUCATIONAL SCHOOLS LONDON's image as an equal opportunities employer.

1.2 To ensure that the talents of all employees are valued;

1.3 To ensure that the law is not infringed;

1.4 To attract and retain high quality new recruits to ARTS EDUCATIONAL SCHOOLS LONDON who have diverse experiences and qualities to offer;

1.5 To improve management practice at ARTS EDUCATIONAL SCHOOLS LONDON.

#### **2. Diversity in Employment**

2.1 The Arts Educational Schools London's commitment to managing diversity is an integral part of its equal opportunities policy.

2.2 ARTS EDUCATIONAL SCHOOLS LONDON welcomes and values individual difference and, through its human resource and management policies, aims to develop individual ability and talent and seeks the fulfilment of human potential in its staff and students. It believes that organisations which reflect diversity in their staff can be more responsive to new ideas, closer to the needs and interests of the users of their services and more effective in achieving their goals. ARTS EDUCATIONAL SCHOOLS LONDON aims to provide fair treatment and equal opportunity for its entire staff. It will monitor the fair operation of its policies and procedures and will act to counter any unlawful or unfair discrimination against individuals or groups.

#### **3. Positive Action**

3.1 ARTS EDUCATIONAL SCHOOLS LONDON believes that positive action is an important means of implementing a policy of equality of opportunity

3.2 The Race Relations Act 1976 (RRA) as amended (2000) and Sex Discrimination Act 1975 (SDA) contain positive action provisions which enable employees to provide access to training for particular work or special encouragement to people from a particular racial group, or of one sex, who are under represented among those doing that work in the work force. To determine whether there is under-representation a comparison is made of people from the particular racial group, or of the one sex, undertaking the particular work in Great Britain or in an area of Great Britain (the Thames Valley) compared to their representation in the area identified. The positive action provisions also apply where the proportion of persons of a particular racial group or of one sex doing a particular work at an employer's establishment is small when compared to the proportion of employees at ARTS EDUCATIONAL SCHOOLS LONDON who belong to the group, or is small in comparison with the normal recruitment area.

3.3 ARTS EDUCATIONAL SCHOOLS LONDON will, where appropriate, adopt positive action measures in relation to posts where people of any racial group or of one sex are under-represented in ARTS EDUCATIONAL SCHOOLS LONDON in such posts. ARTS EDUCATIONAL SCHOOLS LONDON will assess the need for positive action measures after a thorough examination of the reasons for under-representation, and after taking any necessary action to eliminate directly or indirectly discriminatory barriers.

3.4 There is no legal restriction on positive action measures intended to open up and increase opportunities for disabled people. ARTS EDUCATIONAL SCHOOLS LONDON intends to implement suitable measures as well as seeking to eliminate as many barriers as possible to equal treatment for disabled people in every respect of ARTS EDUCATIONAL SCHOOLS LONDON's work.

3.5 ARTS EDUCATIONAL SCHOOLS LONDON aims, where appropriate, to adopt positive action measures to rectify patterns of discrimination against groups defined by other criteria, for example, age or HIV status.

#### **4. Legal Requirements**

4.1 For details of the legal requirements please refer to Appendix I of this policy.

#### **5. Harassment and Victimisation**

5.1 In addition to the general legal position as outlined above, victimisation and harassment of employees on grounds of sex, race, disability or other such grounds is unlawful and employees should be fully aware of the behaviour that can constitute harassment and victimisation.

5.2 Harassment includes comments, actions, jokes or suggestions that might create a stressful working environment for a person. Harassment may be verbal (language, jokes, comments, ridicule, nicknames and verbal threats) or non-verbal (gestures, staring and offensive letters) or physical (jostling, mistreating or assaulting). The stress that such harassment can cause may not only be damaging to the individual being harassed but also will affect others and have an impact on ARTS EDUCATIONAL SCHOOLS LONDON's productivity. All staff should also be aware that the simple fact that an employee does not say that he or she objects to such harassment does not mean that he or she is happy about the behaviour.

#### **6. Responsibilities for the implementation of the Equal Opportunities Policy on Employment**

6.1 The overall responsibility for equality of opportunity lies with the Members of the Governing Body. However, individual employees at all levels, particularly managers, have responsibility for the active and effective implementation of this policy. It is the attitudes, activities and behaviour of all employees at all levels throughout ARTS EDUCATIONAL SCHOOLS LONDON that will be responsible for creating and maintaining a workplace free from discrimination and prejudice and from fear of harassment, victimisation and bullying. Failure to comply with the equal opportunities policy on employment may result in disciplinary action. The Director of Human Resources is responsible for ensuring that all employees are aware of the policy and that adequate training is given to all employees in order to promote an awareness of equal opportunities and enable them to carry out their duties in line with the policy. All Members of the Governing Body with any responsibility or influence over the selection, recruitment, employment and discipline of staff are bound by this policy.

#### **7. Communication of the Equal Opportunities Policy on Employment**

7.1 The policy will be clearly communicated to Members of the Governing Body, employees and prospective employees. The policy will be referred to in job advertisements and a summary of the main principles of the policy will be communicated to all job applicants. It is intended that all staff and Members of the Governing Body should receive briefing on the contents of the policy and their responsibilities and rights under the policy. Trade Unions and staff groups will be consulted in any review of the policy or amendment to it.

## **8. Review of the Equal Opportunities Policy on Employment**

8.1 ARTS EDUCATIONAL SCHOOLS LONDON aims to review regularly its employment policies, criteria and procedures to ensure that its policy objectives are being put into practice. Any requirements or practices which are unfair, potentially unlawful or unnecessary or which unjustifiably exclude or limit opportunities for particular groups will be changed or discontinued.

### Part II – Equal Opportunities in Employment Policies

## **9. Recruitment and Selection**

9.1 ARTS EDUCATIONAL SCHOOLS LONDON aims to operate an open recruitment policy whereby posts of more than 12 months duration including secondments of 12 months or more are advertised internally and externally. This policy has been adopted to ensure the widest possible field of applicants and fair access to all opportunities. However, it is envisaged that the implementation of this policy may not be possible in some circumstances; for example, where constraints on ARTS EDUCATIONAL SCHOOLS LONDON's resources, particularly the salaries budgets, reduce funds available, or where staff redundancies result in the re-deployment of existing staff.

9.2 ARTS EDUCATIONAL SCHOOLS LONDON will use its recruitment advertising to target under-represented groups where appropriate. ARTS EDUCATIONAL SCHOOLS LONDON will make use of the wide range of advertising opportunities including the national, local and specialist press and the ethnic minority and disability press, where relevant, to provide for maximum access to Arts Educational Schools London vacancies.

9.3 Recruitment literature, including job advertisements, will carry an equal opportunity statement and where appropriate people from under-represented groups will be encouraged to apply for vacancies. ARTS EDUCATIONAL SCHOOLS LONDON has adopted the following statement:

'ARTS EDUCATIONAL SCHOOLS LONDON is committed to the promotion of equality and social justice.'

9.4 ARTS EDUCATIONAL SCHOOLS LONDON will review and develop recruitment procedures which encourage applications from, and the employment of, women, members of ethnic minorities and people with disabilities.

9.5 ARTS EDUCATIONAL SCHOOLS LONDON will continue to monitor its progress in promoting equal opportunities in its recruitment procedures.

9.6 All applicants will be informed that ARTS EDUCATIONAL SCHOOLS LONDON operates an Equal Opportunities Policy and this will be reflected in role descriptions and person specifications. Amendments will be made to role descriptions and working hours, where practicable, to accommodate disabled staff. All applicants will be advised that they are expected to comply with the Equal Opportunities Policy.

9.7 ARTS EDUCATIONAL SCHOOLS LONDON aims to follow best selection practice. All staff and Members of the Governing Body who are involved in the recruitment and selection process will be given training in fair selection and interviewing methods and the avoidance of discrimination. Wherever possible applicants for employment and internal selection/promotion will be assessed on more than one selection measure and candidates for promotion will be considered and selected fairly on the basis of ability and the requirement of the job. Adjustments to the selection procedure will be made, where reasonable, to accommodate disabled candidates. For example applications may be accepted on tape, a signer may be provided at interview and so on.

9.8 Shortlisting decisions will be undertaken by at least two selectors. Shortlisting decisions will be based on information contained in application forms indicating whether applicants demonstrate that they possess the skills, experience and abilities required in the person specification. Account will be taken of all relevant experience irrespective of whether it was obtained in paid or unpaid employment. At interview candidates will be assessed by a panel. Interviews will be semi-structured with pre-planned questions drawn from the person specification. Allowance will also be made for presentations and other selection procedures. Interviews will be conducted on an objective basis and will deal only with the applicant's suitability for the job.

9.9 Stereotyping can cause discrimination and ARTS EDUCATIONAL SCHOOLS LONDON will challenge the traditional stereotyping of certain groups of people. It will guard against discrimination on the basis of possible pre-conceptions and stereotyped assumptions about individuals because of their sex, marital status, sexual orientation, HIV status, race, colour, religious or political beliefs, age or disability, or a combination of these.

9.10 Where psychometric tests are used these will be chosen, conducted, administered, assessed and validated in accordance with best practice standards laid down by the Commission for Racial Equality, the British Psychological Society and the Equal Opportunities Commission. Where simulation exercises are used these will be systematically developed and their reliability assessed. Any test used will be relevant to the requirements of the post in question. Tests or exercises will be discontinued where there is evidence that they are unfairly biased against any group or have a significant adverse impact on members of an ethnic minority group or of one sex. Appropriate reasonable adjustments will be made for disabled candidates.

9.11 All members of staff who feel that they have a grievance or complaint regarding the recruitment process will be encouraged to raise it with their line manager. If this does not provide a satisfactory result employees of ARTS EDUCATIONAL SCHOOLS LONDON may bring a complaint in relation to their employment or selection for promotion through the grievance procedure. External applicants should raise a complaint with the Dean.

9.12 A written record of selection decisions taken at each stage of the process will be kept on file for at least twelve months. Feedback will be provided to candidates who seek it on their performance in the selection process.

9.13 The main principles of the Arts Educational Schools London's recruitment and selection policy are:

- all procedures will be operated fairly, objectively and consistently;
- application forms will be used in the selection process, and guidance for completing the application will be included in recruitment packs;
- criteria used for selection will be strictly related to the requirements of the job, and drawn up before the recruitment process begins;
- assistance will be offered to disabled applicants;

- a copy of ARTS EDUCATIONAL SCHOOLS LONDON's Equal Opportunities Policy on Employment will be sent to all applicants.

## **10. Terms and conditions: pay and benefits, flexible working, accessible environment, maternity, family and annual leave, job sharing and part time working (further terms and conditions and details are to be found in the Staff Handbook).**

10.1 ARTS EDUCATIONAL SCHOOLS LONDON aims to treat all employees performing work of equal value equally regardless of race, sex, marital status, religious or political beliefs, age, sexual orientation, HIV status or any disability with respect to pay and other conditions of their contract of employment. Wherever possible ARTS EDUCATIONAL SCHOOLS LONDON offers flexible patterns of working such as part-time or fractional posts, term-time only arrangements and job-share.

10.2 Any employee who becomes disabled while in employment will be given the full support by line/personnel managers to maintain or return to a job appropriate to their experience and abilities wherever possible with the Arts Educational Schools London.

10.3 ARTS EDUCATIONAL SCHOOLS LONDON will always give consideration to any suggestions made by employees as to methods of promoting equal opportunities and specific steps that can be taken to achieve this. In particular, the Arts Educational Schools London will encourage the participation of disabled employees to ensure that wherever possible employment practices recognise and meet their needs and will consult disabled employees on action to make sure they develop and use their abilities at work.

## **11. Discipline, Poor Performance, Grievance and Complaints**

11.1 The Arts Educational Schools London aims to operate these policies fairly, objectively and consistently and in accordance with its Equal Opportunities Policy. Staff will receive training in the fair operation of the discipline, poor performance and grievance procedures. Discrimination or harassment in contravention of the Equal Opportunities Policy will be treated as a disciplinary offence and may lead to dismissal in serious cases.

## **12. Development and Review process**

12.1 Any development and review process will be designed and operated fairly, objectively and consistently.

## **13. Staff Development**

13.1 The training and development of staff is essential to the achievement of ARTS EDUCATIONAL SCHOOLS LONDON's aims and objectives. Each member of staff is responsible for his or her own performance and personal development. ARTS EDUCATIONAL SCHOOLS LONDON is aiming to support this by:

- identifying the skills, attitudes and experience which will provide for staff development;
- providing a framework for individual development plans;
- a performance management and review process;
- an active programme of training and development opportunities designed to equip staff with the skills required to perform their roles within the Arts Educational Schools London.

13.2 The contribution of all training and development activities will be constantly evaluated by those involved. It is planned that all managers will assist their staff with personal development plans.

13.3 It is the policy of ARTS EDUCATIONAL SCHOOLS LONDON to practice equality of opportunity in the provision of training and development. It is also ARTS EDUCATIONAL SCHOOLS LONDON's aim to target training opportunities to particular needs in relation to both individuals and groups in order to maximise their contribution to the overall aims and objectives of the organisation. Training opportunities may be provided as part of ARTS EDUCATIONAL SCHOOLS LONDON's positive action policy. ARTS EDUCATIONAL SCHOOLS LONDON's staff development policy is set out in the staff manual.

### **Part III – Monitoring and Reviewing the Equal Opportunities Policy on Employment**

14.1 The Arts Educational Schools London aims to monitor regularly the effects of selection decisions and employment practices and procedures in order to ensure that equality of opportunity is being achieved in accordance with its Equal Opportunities Policy on Employment. Records will be kept by race, sex, age and disability in relation to recruitment, promotion, leavers and training opportunities. These records are required in order to monitor the success of the policy and for monitoring trends, patterns, career progression and diversity of the workforce and for providing the basis for any corrective action which is required.

14.2 The following classifications are in use:

#### **A White**

- British
- Irish
- Other White

#### **B Mixed**

- White & Black Caribbean
- White & Black African
- White & Asian
- Other Mixed

#### **C Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Asian Other

#### **D Black or Black British**

- Black Caribbean
- Black African
- Black Other

#### **E Chinese or other ethnic group**

- Chinese
- Other ethnic group

These categories are also used by the Higher Education Statistics Agency (HESA) and in the national census.

14.3 Equal Opportunity monitoring reports will be drafted at least annually. These reports will be presented for scrutiny and discussion to the Members of the Governing Body. A copy will be circulated to the trade unions and the main findings published in the ARTS EDUCATIONAL SCHOOLS LONDON Annual Report.

14.4 The Arts Educational Schools London is committed to a programme of action to ensure the effectiveness of its Equal Opportunities Policy. Where monitoring analyses or other evidence reveals barriers to equality of opportunity remedial action will be taken.

#### 15 Review of Policy

The Policy will be subject to annual review. The responsibility for the review rests with the Members of the Governing Body.

## APPENDIX I

### Legal Requirements

1. The Sex Discrimination Act 1975 (SDA) provides that discrimination occurs when a person is treated less favourably than others on the grounds of his or her sex (direct discrimination) or when a condition is applied to a person which he or she is less likely to be able to comply (indirect discrimination) with than others by virtue of his or her sex and which causes a detriment. The law is not concerned with the motives of the discriminator - it is equally unlawful to discriminate, for example, because of pressure from others or because it is thought to be in the person's best interests, as it is to discriminate on grounds of personal prejudice.
2. The Race Relations Act 1976 (RRA) provides that discrimination occurs when a person is treated less favourably than others on racial grounds or when a condition is applied to a person which he or she is unlikely to be able to comply with others by virtue of race and which causes detrimental effect. The Race Relations (Amendment) Act 2000 extends the scope of the RRA by prohibiting race discrimination in any of the functions by public authorities.
3. Under the RRA and SDA, it is unlawful to discriminate in relation to employment and activities related to employment on grounds of race or on grounds of sex. For the purposes of the Race Relations Act "race" includes race, colour, ethnic or national origin and nationality (including citizenship). For the purposes of the Sex Discrimination Act "sex" includes both sex and marital status.
4. The Disabled Persons Employment Act 1944 (and the quota system that was introduced under it) was replaced by the Disability Discrimination Act 1995. The Disability Discrimination Act states that discrimination occurs when, for a reason which relates to the disabled person's disability, an employer or the provider of goods and services treats the disabled person less favourably than others and this treatment cannot be justified.
5. It is also deemed to be discrimination if the employer fails to make reasonable adjustments to premises or practices and procedures which place a disabled person at a disadvantage in comparison with persons who are not disabled. The employer's duty to make adjustments applies to recruitment arrangements, working conditions and environment and opportunities for training, promotion and other benefits. The discrimination, which arises by virtue of an employer failing to make reasonable adjustments, is specific to a disabled employee, or prospective disabled employee, not all disabled persons generally.
6. For the purposes of the Act a person has a disability or she or he "has a physical or mental impairment, which has a substantial or long term effect on her or his ability to carry out normal day to day activities". The definition includes progressive conditions such as cancer or multiple sclerosis, but excludes drug/alcohol/tobacco additions and conditions such as kleptomania, which involve a tendency to commit criminal offences.

7. ARTS EDUCATIONAL SCHOOLS LONDON's Equal Opportunities Policy complies with the SDA, RRA, RRAA and DDA. It also reflects codes of practice issued by the Equal Opportunities Commission, the Commission for Racial Equality and the National Disability Council and accords with the Commission for Racial Equality's "Standard for Racial Equality".