



EQUALITY & DIVERSITY POLICY - Staff

Introduction:

RDUTC strives to be a prejudice-free learning environment where diversity is celebrated, and all members of our community feel valued and supported so that they may achieve their full potential.

We have high expectations of all staff and aim to provide an appropriate working environment for them all, whatever their gender, sexual orientation, disability, colour, origin, culture or religion.

In terms of staff with disabilities, where necessary, reasonable adjustments will be made to enable them to carry out their role effectively – see Appendix 1: Reasonable Adjustments

It is the responsibility of all members of our community to work against any form of prejudice or negative stereotyping and to ensure that their conduct reflects this responsibility at all times.

Aim

The Governing Board of RDUTC strives to create an environment that will:

- eliminate unlawful, direct and indirect discrimination and promote equality of opportunity
- ensure that no employee or job applicant receives less favourable treatment on grounds of ethnic origin, colour, disability, creed, marital status, pregnancy, nationality, race, religion, gender or sexual orientation
- have regard to equal terms for men and women in employment in accordance with the EC Equal Terms Directive, 76/207
- eradicate and form of harassment or discrimination
- value, celebrate and learn from the cultural diversity of its staff

The Workforce

The co-operation of all employees is essential for the success of this policy, however, the Governing Board has lead responsibility for ensuring compliance with the relevant Acts of Parliament and Codes of Practice.

RDUTC 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 school and themselves.

Discriminatory behaviour will be considered a disciplinary matter and may lead to dismissal.

Positive Action

Under-represented groups will be encouraged to apply for training and employment opportunities within RDUTC. Recruitment to all jobs will be strictly on merit, however.

Efforts will 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, providing these are affordable within the financial plan.

Vacancy Advertising

All vacancy advertisements will include a short statement on equal opportunities.

Selection & Recruitment

All staff involved in the recruitment process will receive training in equal opportunities.

Selection criteria, including job descriptions and person specifications, will be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

More than one person will be involved in the shortlisting and the selection interview.

Reasons for selection and rejection of applicants for vacancies will be recorded.

Personnel Records

Employees will be 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.

Monitoring, Evaluation and Review

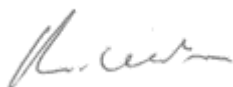
This policy will be monitored regularly to assess its implementation and effectiveness. It will be reviewed by the Governing Board as per the published policy review cycle.

Approved by The Governing Board: July 2019

Last Reviewed: May 2023

Next review date: May 2027

Signed:



Chair of Governors

Appendix 1: Reasonable Adjustments

RDUTC will make reasonable adjustments to make sure workers with disabilities, or physical or mental health conditions, are not substantially disadvantaged when doing their jobs.

This applies to all workers, including trainees, apprentices, contract workers and business partners.

Reasonable adjustments include:

- doing things another way, such as allowing someone with social anxiety disorder to have their own desk instead of hot-desking
- making physical changes to the workplace, like installing a ramp for a wheelchair user or an audio-visual fire alarm for a deaf person
- letting a disabled person work somewhere else within RDUTC, such as on the ground floor for a wheelchair user
- changing their equipment, for instance providing a special keyboard if they have arthritis
- allowing employees who become disabled to make a phased return to work, including flexible hours or part-time working, for a fixed period of time
- offering employees training opportunities, recreation and refreshment facilities