

Equal Opportunities Policy and Code of Practice

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Code of Practice

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Review dates: April 2027
Contact: Chief Executive, Education Futures Trust

EQUAL OPPORTUNITIES POLICY AND CODE OF PRACTICE

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1. INTRODUCTION

The Education Futures Trust recognises that many groups and individuals are disadvantaged and discriminated against, both directly and indirectly, in employment, and service delivery. The Education Futures Trust is committed to taking action to counter discrimination in all areas of its work and to promote policies and initiatives aimed at the active participation of all groups and individuals within Education Futures Trust.

2. STATEMENT OF INTENT

2.1 The Education Futures Trust's equal opportunities policy is based on opposing discrimination on the grounds of sex, sexual orientation, gender reassignment, race, colour, religion and belief, disability, age, marital or civil partnership, disability income, child-care and other caring responsibilities and political or trade union affiliation.

Education Futures Trust's policy will be reviewed regularly.

2.2 This policy will apply to paid staff, Board of Trustees, consultants, volunteers, and job applicants.

2.3 The aim of the policy is to ensure that no employee, Trustee, volunteer or job applicant will receive less favourable treatment on the grounds of sex, sexual orientation, marital status, disability, race, ethnic origin, religion, colour nationality or political opinion.

2.4 The policy applies to areas of recruitment, selection and promotion, training and staffing policies and procedures.

3. ALLOCATION OF RESPONSIBILITY

3.1 The Board of Trustees of the Education Futures Trust will have overall responsibility to ensure that this policy is adhered to and for ensuring that a system for regular monitoring and review is established.

3.2 The Board of Trustees together with the Chief Executive and managers will have responsibility for the implementation of this policy.

3.3 A trustee will be appointed as lead on Equality and Diversity, but all line managers and employees have a responsibility for ensuring that the policy is implemented.

4. BREACH OF POLICY

- 4.1 All staff, volunteers, consultants, and the Board of Trustees are expected to act in a non-discriminatory way and are expected to follow the code of practice. All of the above, and especially new employees, will be made aware of this policy and issued with a copy.
- 4.2 Failure to adhere to both the policy and the Code of Practice will be considered as a serious breach of conduct and will be dealt with accordingly under Education Futures Trust's relevant policies and procedures.

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EQUAL OPPORTUNITIES CODE OF PRACTICE

In recruitment and employment, to uphold this policy, the Education Futures Trust will undertake the following:

Unless exceptional circumstances apply, Education Futures Trust will place advertisements internally and externally for staff vacancies, using the appropriate media consistent with the equal opportunities policy. The Education Futures Trust will endeavour to recruit staff and volunteers from all sections of the community.

In addition the Education Futures Trust will ensure that

1. Clear job descriptions and person specification information are used to select applicants.
2. Job titles are not sex/gender biased.
3. All applicants are informed of Education Futures Trust's commitment to equal opportunities and the recruitment monitoring process that will be followed.
4. There is no sex, sexual orientation, marital status, disability, race, ethnic origin, religion, colour nationality or political opinion stereotyping, particularly in illustrations, advertisements and recruitment literature. Also, that no age or age inference is stated in recruitment advertising and not used as a discriminator in recruitment and selection.
5. Whenever possible, vacancies will be notified to the local Jobcentre Plus.
6. Consideration will be given to enable applicants to compete on equal terms for posts and promotion, through the removal of unjustifiable barriers. However, recruitment to all posts will be based on merit.
7. Suitably experienced interviewers conduct selection interviews. The Education Futures Trust recognises the importance of ensuring that interviewers avoid questions that could be construed as discriminatory.
8. Clear interview notes and records of all applicants are maintained and kept in a secure and confidential place for a period of six months.

2. INDUCTION AND TRAINING

- 2.1 All new staff, Trustees and volunteers will complete a planned programme of induction, which will include information on the Education Futures Trust's equal opportunities policy and code of practice.

- 2.2 Staff and Trustees will receive the training needed to undertake their role effectively. The selection criteria for training and promotional opportunities will be examined to ensure they are not directly or indirectly discriminatory.
- 2.3 The Education Futures Trust is committed to providing equal opportunities for volunteers to access training and development.
- 2.4 Age is not used as a discriminator in training and promotion decisions.
- 2.5 Equal standards are being operated when undertaking performance reviews and assessments.
- 2.6 Staff are encouraged to put themselves forward for training and where appropriate, promotion.
- 2.7 Consideration will be given to the needs of staff to ensure that barriers are removed to enable equal access when attending identified training.

3. PUBLICATIONS

- 4.1 In publicising the work of Education Futures Trust, including all written publications, a commitment is made to sensitively represent and portray the whole community of the Education Futures Trust, in a positive manner.
- 4.2 The Education Futures Trust will work towards declaring its commitment to equal opportunities in all publications.
- 4.3 All material produced by or on behalf of Education Futures Trust will be monitored to ensure that the content is consistent with this code of practice.
- 4.4 A commitment is made to develop Education Futures Trust's publicity and information materials, to ensure they are available and accessible as widely as possible.

5. INFLUENCING OTHERS

- 5.1 Staff are expected to challenge, in an appropriate way, any discrimination they come across in their working practice.
- 5.2 The Education Futures Trust will also encourage relevant local organisations to examine their own policies and practices with the aim of eliminating discrimination.

6. DISCRIMINATION AND HARASSMENT

The Education Futures Trust will:

- 6.1 Investigate all complaints of victimisation, discrimination and harassment thoroughly, however minor they may appear.
- 6.2 Take disciplinary action against any employee or Trustees found to have victimised or discriminated against another employee, Trustee or volunteer on the grounds of sex, sexual orientation, gender reassignment, race, religion and belief, disability, age, marital or civil partnership.
- 6.3 Take disciplinary action against any employee found to have harassed another employee on the grounds of sex, sexual orientation, gender reassignment, race, religion and belief, disability, age, or marriage and civil partnership

7. IMPLEMENTATION, MONITORING AND REVIEW

- 7.1 All staff, Trustees and volunteers will be issued with the policy which will be stored on the Shared Drive (S:) and SharePoint and they will receive notifications of any changes made following review of the policy.
- 7.2 The Education Futures Trust will seek the views of staff, service users and Trustees on how the organisation can provide a genuinely non-discriminatory service.
- 7.3 The Education Futures Trust will monitor the composition of job applicants on a regular basis. If inequalities become apparent, positive action will be taken to redress the balance.
- 7.4 Issues will be recorded, along with the outcomes of any investigation or change.

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