

DATED 13th July 2018

EQUAL OPPORTUNITIES POLICY

Nicolas Copernicus Polish Saturday School Parents Association in Peterborough

| | |
|-------------------|-------------------------------------|
| Reviewed/Adopted: | July 2018 |
| Next Review Date: | July 2021 |
| Review Frequency: | Every three years |
| Reviewed By: | School Management Team and Trustees |

TABLE OF CONTENTS

| | | |
|----|-------------------------------------|---|
| 1. | Equal opportunities statement | 1 |
| 2. | About this policy..... | 1 |
| 3. | Discrimination | 1 |
| 4. | Applications and Recruitment..... | 1 |
| 5. | Disabilities | 2 |
| 6. | Breaches of this policy | 2 |

1. EQUAL OPPORTUNITIES STATEMENT

The Nicolas Copernicus Polish Saturday School Parents' Association in Peterborough ('PSS') is registered as a charity in England and Wales with registration no. 1162636 and is committed to promoting equal opportunities. All pupils, parents, guardians, staff, volunteers or job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

2. ABOUT THIS POLICY

2.1 This policy sets out PSS' approach to equal opportunities and the avoidance of discrimination. It applies to all aspects of school life.

2.2 Anna Malgorzata Wolkowicz, Deputy Head Teacher, is responsible for this policy and any necessary training on equal opportunities.

2.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

3. DISCRIMINATION

3.1 You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, volunteers, pupils, parents and guardians. This applies in the workplace, outside the workplace and on trips or events including social events.

3.2 The following forms of discrimination are prohibited under this policy and are unlawful:

(a) **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

(b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

(c) **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

(d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

(e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4. APPLICATIONS AND RECRUITMENT

4.1 PSS welcomes applications from all pupils who wish to learn Polish and about Polish history, geography and culture.

- 4.2 Our recruitment and promotion activities will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting will be done by more than one person wherever possible.
- 4.3 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 4.4 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 4.5 Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.
- 4.6 All employees and volunteers will be required to undergo a DBS check.

5. DISABILITIES

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

6. BREACHES OF THIS POLICY

- 6.1 PSS takes a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- 6.2 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.
- 6.3 You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.