

Equality, Diversity, and Dignity at Work Policy

1.1 ISOteaching is fully committed to encouraging equality, diversity, and dignity at work among our staff team and eliminating unlawful discrimination. The aim is for our staff team to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

1.2 The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of users, customers, or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- not unlawfully discriminate because of the Equality Act 2010 protected 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.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

1.3 The organisation commits to:

- encourage equality, diversity, and dignity in the workplace as they are good practice and make business sense.
- create 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.

This commitment includes training all staff about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal

opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, they can be held liable for acts of bullying, harassment, violating someone's dignity, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

- take seriously complaints of bullying, harassment, violation of someone's dignity, victimisation and unlawful discrimination by fellow employees, the public, young people, parents, and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. 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 harassment relates to a protected characteristic – is a criminal offence.

- make opportunities for training, development 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.
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take 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 commitments set out in the equality policy.

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

1.4 The equality policy is fully supported by the directorship of ISOteaching and is written in accordance with ACAS policy.

1.5 Details of ISOteaching’s grievance and disciplinary policies and procedures can be requested from the directorship. ISOteaching grievance policy includes details of with whom an employee should raise the grievance, how to raise a grievance, and when to raise a grievance. ISOteaching Disciplinary Policy gives comprehensive details regarding the nature of disciplinary offences and consequences.

1.6 Use of the organisation’s grievance and/or disciplinary procedures does not affect an employee’s right to make a claim to an employment tribunal within three months of the alleged discrimination.

Policy adopted:	August 2018
Date reviewed:	September 2021
Date of next review:	September 2023