

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CASTELL NEDD PORT TALBOT**

**EDUCATION, LEISURE & LIFELONG LEARNING DIRECTORATE
RECOMMENDED POLICY ON EQUAL OPPORTUNITIES IN
EMPLOYMENT FOR GOVERNING BODIES**

1. Statement of Commitment

- 1.1 The Governing Body is committed to the principle of equal opportunity in employment. The Governing Body policy is that no job applicant and no employee shall receive less favourable treatment than another on the grounds of gender, age, disability, family circumstances, marital status, sexual orientation, race, colour, nationality or ethnic or national origin, having HIV or Aids, trade union activity or religion and none shall be disadvantaged by conditions or requirements which cannot be justified.
- 1.2 In addition to its moral responsibility the Governing Body recognises its obligations under the Disability Discrimination Act 1995, the Sex Discrimination Act 1975 (as amended), the Race Relations Act 1976 and the Equal Pay Act 1970.
- 1.3 The Governing Body recognises that services need to be delivered by a workforce that reflects the diversity - whether in gender, age, disability, ethnicity, etc - of the community and it is necessary therefore for these groups to be represented at all levels and within all areas of work activity.
- 1.4 The policy will be continually monitored to ensure its effectiveness.

2. Scope

- 2.1 This policy applies to the activities of all members of the Governing Body, employees and prospective employees, insofar as all matters related to the employment of staff are concerned.

3. Organisational Arrangement

- 3.1 The Headteacher is responsible for implementing and monitoring the operational effectiveness of the Policy, but it is the duty of each individual employee to actively promote equality of opportunity in their own sphere of activity.

4. **Employment Practices**

- 4.1 The Governing Body will actively promote equal opportunity through the application of employment policies which will ensure that individuals receive treatment which is fair, equitable and consistent with their relevant aptitudes, potential, skills and abilities.
- 4.2 The Governing Body will ensure that individuals are recruited, selected, promoted and trained on objective criteria, having regard to relevant experience, potential skills and abilities. In particular no applicant or employee will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job, or which constitute indirect unfair discrimination.
- 4.3 The Governing Body will ensure that all service conditions, which do not in themselves discriminate against any particular group, are applied equally to all employees.

5. **Training**

- 5.1 The Governing Body will:
- make all Governors and employees aware of their responsibilities for implementing the Governing Body's Equal Opportunities Policy;
 - provide additional training for managers/supervisors in Equal Opportunities issues.

6. **Harassment (including all forms of bullying and victimisation)**

- 6.1 The Governing Body deplores all forms of harassment and seeks to ensure a working environment in which there are harmonious, respectful and dignified working relations between all employees.
- 6.2 The Governing Body may take disciplinary action against any employee found to be behaving in a manner which constitutes harassment in contravention of the Governing Body's Equal Opportunities policy. Complaints of harassment will be dealt with under the terms of the Harassment Policy adopted by the Governing Body.
- 6.3 An employee may also now be liable to criminal proceedings if it is proven that they have intentionally harassed another individual under the Criminal Justice and Public Order Act 1994.

7. **Other Personnel Policies and Procedures**

- 7.1 All personnel policies and procedures including Grievance, Disciplinary and Capability Procedures will be kept under review to ensure they are appropriate and adequate to cover all aspects of the Equal Opportunities Policy.

8. **Monitoring**

- 8.1 The Governing Body is committed to an efficient and confidential monitoring system to ensure effective implementation of the Policy.

9. **Complaints**

- 9.1 To safeguard individual rights under the policy, any employee who wishes to complain about the application or non-application of the policy may:

- (a) raise the matter through the normal grievance procedure; and/or
- (b) seek trade union support in the normal way.

- 9.2 Any prospective employee who wishes to complain about the application or non-application of the policy should contact the Headteacher in the first instance.

10. **Review**

- 10.1 This policy document will be the subject of periodic review.