
EQUAL OPPORTUNITIES

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Equal Opportunities Statement

Applied Business Academy aims to be an inclusive organization where everyone is treated with respect and dignity, and where there is equal opportunity for all. The Academy respects and values the diversity of its staff and learners.

This means that all Academy staff and learners should understand and respect that there is a diverse work force and user community and that everyone has the right to be treated with dignity and equality.

Valuing diversity means that we recognize that we all have complex identities made up of many strands. These can include, but are not limited to, ethnicity, gender, sexual orientation, age, physical and mental aptitudes, nationality, socio-economic status, and religious, political or other beliefs. This means we embrace and celebrate our differences in a positive environment, and are committed to engage with the needs of our diverse staff and learners to enable us, both individually and corporately, to achieve our aims.

The Academy will tackle barriers to participation and create a culture in which equal opportunities and equal treatment are a priority for all staff and learners. In the recruitment, training, pay and management of staff, and in all our day-to-day work with both colleagues and learners, we seek to create an environment where attitudes and biases that hinder the progress of individuals and groups are dismantled and where we work together in mutual respect and tolerance.

Management responsibilities

It is the responsibility of all staff from management to teaching staff to:

- ensure that the standards established within this procedure are adhered to within their own area of responsibility
- familiarize themselves with the procedures in all Equal Opportunities documentation
- ensure that they are not instructing employees to act in discriminatory manner
- ensure they are not putting pressure on employees to discriminate
- bring the details of the procedural documents to the attention of all staff
- ensure that information on equal opportunities is incorporated in all induction processes for new or temporary staff and is supported by ongoing training

Staff responsibilities

It is the responsibility of employees at all levels to:

- co-operate with any measures introduced to ensure equality of opportunity
- report any discriminatory acts or practices
- not induce or attempt to induce others to practice
- not victimise anyone as a result of them having reported or provided evidence of discrimination
- not harass, abuse, bully or intimidate others

Legal responsibilities

In addition to the provisions set out in its policies and procedures, the academy is bound by the legal requirements of the Equalities Act (2010)

Additional information

Employees and learners will be protected against victimization for making a complaint or supporting a complainant in making a complaint.

Any queries about the procedure should be made to the Principal.

Useful definitions

What is Discrimination?

Discrimination in employment happens as a result of prejudice, misconception and stereotyping which in turn hinders the proper consideration of an individual's talents, skills, abilities, potential and experience. It can be direct or indirect, intentional or not intentional. What is most important is that certain forms of discrimination are not just unfair – they are illegal.

The following are terms which may be used when discussing matters of equal opportunities:

Direct discrimination:

Direct discrimination takes place when a person is treated less favourably than others (in the same circumstances) on the grounds of their race, sex, disability etc.

For example, a job advertisement which states that “only those who have English as their first language may apply”

Indirect discrimination:

Indirect discrimination means applying a condition, or requirement, which adversely affects one particular group more than another, and cannot be justified in terms of the requirements for performing a job.

For example, a manager who only offers overtime to full time members of staff (the group being directly discriminated against will be part timers but where female part timers form the majority of the part time group they would be eligible to claim indirect discrimination on the grounds of gender).

Victimization:

Victimization consists of taking action against a person for asserting their rights under the law.

For example, a member of staff who has spoken to their manager about being the subject of racial harassment by another member of staff and who is subsequently ignored by a group of staff within the section.

Harassment/bullying:

Harassment and bullying take many forms, occurs on a variety of grounds and may be directed at one person or many people. In general terms it can be described as persistent unwanted behaviour which a person finds intimidating, upsetting, embarrassing, humiliating or offensive.

Positive action:

Positive action is allowed by law to encourage employees who are members of disadvantaged groups which have been under-represented in particular work areas to receive special training programmes so as to enable them to compete equally for jobs.

Positive discrimination:

Positive discrimination is where an employer discriminates in favour of a certain group with the intent of raising the profile of that particular group. It is illegal in this country.

For example, a company advertises for Asian staff due to the fact they are under-represented in the workforce.
Genuine occupational qualification:

The law recognizes that there will be occasions when it is necessary to restrict certain jobs to certain categories or groups of people. This is rare and an employer would have to demonstrate that they have researched the requirement thoroughly before setting it.

For example, an employer whose work requires them to recruit a female to work in a woman's refuge may place this requirement as part of the selection criteria.

The Academy Code Of Practice

The following are a number of specific areas which everyone should be aware of:

Attracting suitable applicants:

The Academy will:

- review job descriptions to ensure they do not contain any potentially discriminatory criteria that are not essential for the role
- advertise vacancies so that they are likely to reach all potential applicants
- ensure that recruitment literature and advertisements make it clear that applications are welcome from all suitably qualified candidates and that they avoid stereotypical images
- include in any advertising details of flexibilities such as childcare vouchers, job share and flexi time where they are available.
- advise any agencies, job Academy's, career offices etc. of our equal opportunities practices and ask them to convey these to potential applicants
- ensure that a copy of the Equal Opportunities Statement is sent out to applicants together with job specifications
- incorporate a welcome statement in any adverts.

Learning and development:

The Academy will:

- ensure equal opportunity of access to, and benefit from, all forms of learning and development activity. .
- ensure that all members of staff receive an induction briefing which covers their rights and responsibilities under the Equal Opportunities procedure
- ensure that diversity and equal opportunities issues are addressed fairly and equitable in all courses that we offer
- demonstrate flexibility to accommodate the needs of staff on flexible working patterns
- demonstrate flexibility to accommodate cultural or religious needs of staff e.g. days of worship, diet etc.
- demonstrate flexibility in accommodating any special arrangements e.g. wheelchair access, signing etc.

Recruitment and selection (including promotion):

The Academy will:

- ensure that selection decisions are based on objective, non-discriminatory, job related criteria, consistently applied to all candidates
- ensure that nationality requirements are applied correctly
- invite applicants to identify any special arrangements they may need at interview
- ensure that all those involved in recruitment and selection have had appropriate training in recruitment interviewing, diversity and equal opportunities or receive the appropriate guidance on human resources
- ensure that selection decisions for any post are taken by more than one person
- ensure that selection criteria and reasons for the selection or rejection of individual candidates are recorded
- ensure that decisions in relation to promotion opportunities including temporary promotion are non-exclusive and that extended use of temporary promotion is discouraged where it will give one individual an unfair advantage over others.

Additional information

The procedure will be reviewed annually or as required by legislative or policy changes. Other sources which individuals may want to refer to are Equal Opportunity Review papers and other publications relating to Equal Opportunities.

- www.acas.org.uk
- www.equalityhumanrights.com/

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