

## EQUALITY AND DIVERSITY POLICY

We are an equal opportunities employer and fully committed to providing equality and fairness for all staff, students, homestay providers and outside agents.

Valuing diversity is important, we will not discriminate against anyone because of their; age, disability, gender, race, nationality or ethnic origin, sexual orientation, marital status, religions or beliefs, gender reassignment, pregnancy or maternity or disability.

We will take steps to employ and train our employees based on of their experience, abilities, and qualifications. Whilst providing a comfortable and inclusive working environment where staff and students can feel comfortable and free of harassment based upon a person's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, pregnancy or maternity, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

All staff, students and homestay providers will be respected and treated fairly.

We will not tolerate any form of harassment by employees, students or outside third parties who do business with the school, such as agents, host families, contractors, or suppliers. This includes harassment or abuse via the internet or other forms of communication. Please see our 'Bullying and Cyber Bullying – E Safety Guidelines' policy for more information, which can be found on our website.

### **Responsibilities and Actions**

Students are encouraged to treat everyone equally and if they feel unhappy or discriminated against at any time, to speak to a member of staff and let them know. Staff are encouraged to speak to their line manager if they feel they or another staff member are being treated unfairly relating to discrimination or inequality.

Action will be taken against any person who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this policy will be treated as potential gross misconduct and could result in immediate dismissal or expulsion. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination. Any person committing a serious act of harassment may also be guilty of a criminal offence.

If a student or staff member suspects any discriminatory acts or cases of harassment, they should draw these to the attention of a senior member of staff as mentioned above, or the Director.

An employee or student who has made allegations or complaints of discrimination or harassment, must not be victimised, or retaliated against. Such behaviour will be treated as potential gross misconduct.