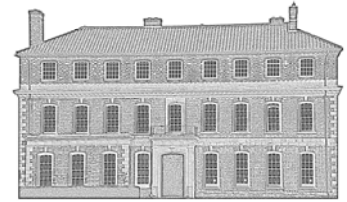


WINDLESHAM HOUSE SCHOOL

EQUAL OPPORTUNITIES – EMPLOYMENT



Reviewed: January 2011

Policy Ref: 027

Windlesham

1) Policy Statement

- a) The aim of the policy is to promote equality of opportunity for all and to ensure that no-one is discriminated against because of their gender, race, ethnic or national origins, nationality, colour, background, political or religious beliefs, age, sexual orientation, marital status, family responsibilities, reputation, patterns of work (e.g. shift patterns) or disabilities.
- b) The School is firmly opposed to any form of discrimination, which disadvantages individuals because of their attributes, values or circumstances.
- c) The School will promote positive training and employment practices thereby ensuring adherence to the appropriate Acts of Parliament and Codes of Practice.

This policy also applies to our Early Years Foundation Stage and after School care.

2) Underlying Policy Principles

- a) All employees will be recruited, enrolled, promoted and trained on the basis of merit.
- b) Employees will not be discriminated against in performance appraisals and any performance review system will reflect this Policy.
- c) Employees will not be discriminated against in their Terms of Employment or in the provisions of benefits, facilities and services.
- d) Employees will not be discriminated against in the operation of grievance disputes and disciplinary procedures.
- e) The health, mental and physical ability of the employees and prospective employees will only be considered in so far as it impacts upon their ability to perform the job.
- f) The School will set up and maintain such records as are necessary to enable proper monitoring and effectiveness of this Policy.
- g) Any form of discrimination, including harassment, will be regarded as a disciplinary matter and may lead to dismissal.
- h) The School's grievance procedure is available to any employee who believes that he or she may have suffered discrimination. Alternatively the matter can be discussed in confidence with the Bursar.