Section 1.2 Equal Opportunities Policy

**Introduction**

RBGE is committed to providing equal opportunities and to avoiding unlawful discrimination in employment. As well as being applicable to all staff, this policy also extends across students, volunteers and the Board of Trustees. RBGE expects everyone to follow this policy and not discriminate.

**Principles**

RBGE is committed to follow current legislation as defined by the Equality Act 2010. As such, RBGE will not discriminate directly or indirectly in recruitment or employment on grounds of age, disability, sex, gender reassignment, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

**Equal opportunities in employment**

RBGE will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Person and job specifications will be limited to those requirements necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability.

RBGE will comply with its obligations in relation to statutory requests for contract variations, and will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

**Dignity at work**

RBGE has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with. This policy can be found in section 3.9 of the staff handbook.

**Customers, suppliers and other people not employed by RBGE**

RBGE will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by RBGE.

Employees should report any bullying or harassment by customers, suppliers, visitors or others to their line manager who will take appropriate action.

**Training**

RBGE will endeavour to provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

RBGE will also endeavour to provide training to all existing and new employees and others engaged to work at RBGE to help them understand their rights and responsibilities.

**Your responsibilities**

Every employee is required to assist RBGE to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, RBGE for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under RBGE's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to summary dismissal.

**Grievances**

If you consider that you may have been unlawfully discriminated against, you may use RBGE's grievance procedure to make a complaint.

RBGE will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless the complaint is deemed both untrue and made in bad faith.

Use of RBGE's grievance procedure does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

**Monitoring and review**

This policy will be monitored periodically by RBGE to judge its effectiveness and will be updated in accordance with changes in the law.

**HR Department**

## **July 2019**