

## **Equality Policy/Procedures**



The English Language Centre Bristol is an equal opportunity employer and fully committed to a policy of treating all employees, students and job applicants equally.

The school will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, pregnancy or maternity, marital or civil partnership status or disability. The school will take reasonable steps to provide a work environment in which all employees and students are treated with respect and dignity and that is 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.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the English Language Centre undertakes to treat all applicants for positions fairly and not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The school 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 specific 'Harassment and Bullying' policy.

Employees have a duty to co-operate with the school to ensure that this policy is effective in promoting equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under the school's disciplinary procedure 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 from school. 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 you suspect any discriminatory acts or practices or cases of harassment, you should draw these to the attention of the partners (John and Margaret Duncan). You must not victimise or retaliate against an employee or student who has made allegations or complaints of discrimination or harassment or who have provided information about such cases. Such behavior will be treated as potential gross misconduct.

The school will also take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees or students.