



## **Equality and Diversity policy**

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<b>Review period:</b>	Annual
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<b>Owner:</b>	Director of Operations Richard.campbell@nowteach.org.uk
<b>Approval:</b>	Now Teach Board
<b>Scope:</b>	All Now Teach employees

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Now Teach is registered in England and Wales as a company limited by guarantee (Registered Office: 4 Bloomsbury Square, London, WC1A 2RP; Company Registration No: 11872096). Now Teach is also registered in England and Wales as a charity (Registered Office: 4 Bloomsbury Square, London, WC1A 2RP; Charity Registration No: 1189146).

## **Overview**

### **Purpose:**

This policy is to ensure that employees or other people associated with Now Teach are treated fairly, in line with legal requirements.

### **1. Introduction**

- 1.1. Now Teach recognises that its employees are its most valuable asset.
- 1.2. Now Teach recognises, respects and values diversity and recognises that diversity is a strength.
- 1.3. Now Teach is committed to recognising, supporting and valuing the diversity of its employees in the workplace.
- 1.4. Now Teach is committed to eliminating discrimination and encouraging diversity amongst our cohort.
- 1.5. Now Teach is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community are treated with respect and dignity.
- 1.6. Now Teach recognises that equality and fairness are central to the development of our policies and practices.
- 1.7. Now Teach will also address discrimination, encourage understanding and promote equality of opportunity.
- 1.8. Our aim is to create an inclusive culture for all based on dignity, courtesy and respect.

### **2. Scope**

- 2.1. This policy applies in employment and service delivery, including recruitment of the cohort.
- 2.2. The following protected characteristics are defined as per the most recent [Acas guidance](#). In particular, this applies in ensuring no unfair treatment on the following grounds\*:
  - 2.2.1. Age
  - 2.2.2. Disability
  - 2.2.3. Gender reassignment
  - 2.2.4. Marriage and civil partnership
  - 2.2.5. Pregnancy and maternity
  - 2.2.6. Race
  - 2.2.7. Religion and belief
  - 2.2.8. Sex
  - 2.2.9. Sexual orientation

*\* see Appendix 1 for definitions*

### **3. Legal enactments**

- 3.1. This policy statement is underpinned by the provisions of the following:
- 3.2. European legislation
  - 3.2.1. Equal Pay Directive (1975)
  - 3.2.2. Equal Treatment Directive (1976)
  - 3.2.3. Part-time Work Directive (1997)
  - 3.2.4. Fixed term Work Directive (1999)
  - 3.2.5. Race and Ethnicity Directive (2000)
  - 3.2.6. Equal Treatment Framework Directive (2000)
  - 3.2.7. Equal Treatment (Amendment) Directive (2002)
- 3.3. United Kingdom Legislation
  - 3.3.1. Equality Act (2010)
  - 3.3.2. Employment Rights Act (1996)
  - 3.3.3. Gender Reassignment Regulations (1999)
  - 3.3.4. Part-time Workers Regulations (2000)
  - 3.3.5. Employment Act (2002)
  - 3.3.6. Fixed-time Employees Regulations (2002)
  - 3.3.7. Work and Families Act (2006)
  - 3.3.8. Employment Relations Act (2004)

### **4. Public Sector Equality Duty**

- 4.1. In line with the Public Sector Equality Duty, Now Teach has due regard for:
- 4.2. Eliminating unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act.
- 4.3. Advancing equality of opportunity between people who share a protected characteristic and people who do not share it.
- 4.4. Fostering good relations between people who share a protected characteristic and people who do not share it.
- 4.5. Now Teach consciously considers equality factors in decisions of policy and process.

### **5. Roles and responsibilities**

- 5.1. It is Now Teach's responsibility to:
  - 5.1.1. Monitor the effectiveness of this policy.
  - 5.1.2. Implement the policy statement in all areas, including recruitment of staff and cohort members.
  - 5.1.3. Ensure all employees receive appropriate and relevant continuous professional development.
  - 5.1.4. Actively challenge and take appropriate action in any cases of discriminatory practice
  - 5.1.5. Deal with any reported incidents of harassment or bullying.
  - 5.1.6. Ensure that any third parties working with Now Teach are aware of and comply with this statement.
  - 5.1.7. Maintain transparency, and fair, consistent and objective procedures for matters relating to recruitment.

- 5.2. It is each manager's responsibility to:
  - 5.2.1. Support the implementation of this policy
  - 5.2.2. Manage their employees in a way which is consistent with this policy.
  - 5.2.3. Set a good example and ensure all employees and third parties understand the standards expected from them.
  - 5.2.4. Implement HR and recruitment policies and procedures in line with this policy
- 5.3. Every employee is responsible for:
  - 5.3.1. Adhering to the principles in this policy.
  - 5.3.2. Promoting equality and good relations and not discriminate on the grounds of any protected characteristics.
  - 5.3.3. Setting a good example.
  - 5.3.4. Being vigilant in all of the workplace for any type of harassment and bullying, raising concerns appropriately.
- 5.4. All third parties (e.g. agency workers/visitors/contract workers etc) are responsible for:
  - 5.4.1. Adhering to the principles in this policy.
  - 5.4.2. Promoting equality and good relations and not discriminate on the grounds of any protected characteristics.

## **6. Complaints**

- 6.1. Now Teach will not tolerate any form of discrimination, harassment or bullying by or against employees.
- 6.2. Any employee who raises a complaint against any grounds set out in this policy should do so in line with Now Teach's Complaints Policy for internal staff.
- 6.3. Any external candidate or applicant who raises a complaint against any grounds set out in this policy should do so in line with Now Teach's Complaints Policy.
- 6.4. Any third party (e.g. agency workers/visitors/contract workers etc) who raises a complaint against any grounds set out in this policy should do so in line with Now Teach's Complaints Policy.
- 6.5. All complaints will be dealt with seriously and promptly.

## **7. Monitoring of equality and diversity**

- 7.1. HR policies and procedures will be reviewed against this policy statement to ensure that they reflect Now Teach's commitment to equality and diversity in the workplace.
- 7.2. As part of the recruitment process, job applicants will be asked for anonymous monitoring data.
- 7.3. Where information is collected, Now Teach will monitor its workforce based on the monitoring data.
- 7.4. By monitoring the various areas above Now Teach can check and review whether current recruitment, promotion, training, pay progression, capability, disciplinary, absence management, dismissal and general employment practices are reaching and protecting the full range of possible candidates and help to guard employees against any potential for discrimination.

## **8. Genuine occupational requirement**

- 8.1. Under current legislation, any job may be restricted to a particular characteristic if the characteristic is a 'genuine occupational requirement' for the job, or for the context within which it is carried out. However, the context for which this applies are very limited and would be exceptional in Now Teach. Advice should be sought from the Ark HR team.

## **9. Positive action**

- 9.1. In recruitment and promotion decisions, where candidates are "as qualified as" each other, i.e. in a tie break situation, Now Teach may take into account a candidate's particular protected characteristic.
- 9.2. Now Teach will only use these measures in situations where it is evident that people who share the characteristic face particular challenges in the workplace and/or are disproportionately under represented.
- 9.3. Now Teach considers the abilities, merits and qualifications of all the candidates in each recruitment or promotion exercise and will not automatically treat individuals who share a protected characteristic more favourably.

## **Appendix 1: Equality Act (2010) definitions of protected characteristics**

**Age:** Where this is referred to, it refers to a person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 to 30 year olds)

**Disability:** A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

**Gender reassignment:** A person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.

**Marriage and civil partnership:** Marriage and civil partnership means someone who is legally married or in a civil partnership. Civil partnership is between partners of the same sex.

**Pregnancy and maternity:** Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Race:** Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship), ethnic or national origins.

**Religion:** Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (such as Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Sex:** A man or a woman.

**Sexual orientation:** A person's sexual orientation towards people of the same sex (lesbians and gay men), towards people of the opposite sex (heterosexual) or towards people of the same sex and the opposite sex (bisexual).