

# Equal Opportunities Policy



<b>LVC London School of English Policy on Equal Opportunities</b>	<b>Updated in: January 2023</b>
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## **Introduction**

This document sets out our policy and it is to be strictly adhered to by all staff. The disciplinary procedure will be used where it is alleged that there are breaches of this policy.

## **Definitions**

In this policy "discrimination" means discrimination where a person is treated less favorably than others are, or would be treated in the same circumstances, on the grounds of sex, race, color, nationality, or national or ethnic origins as defined in the Sex Discrimination Act 1975 and the Race Discrimination Act 1976. In this policy "indirect discrimination" means where conditions or requirements are applied, which, whether intentionally or not, are such that the proportion of the persons of the same sex, race, color, nationality, national or ethnic origins and Sexual orientation who can comply with it are smaller than the proportion of persons not of the group, who can comply with it and it cannot be shown to be justifiable. At LVC we are working vigorously to increase opportunities for various people returning to the workplace after a career break and to eliminate discrimination on the grounds of age, color, disability etc.

## **General Statement of Policy**

LVC is committed to the development of a policy to promote equal opportunity in the workplace regardless of sex, marital status, religion, sexual orientation, race, color, nationality or national or ethnic origins. The policy will apply to all conditions of work including pay, hours of work, holiday entitlements, overtime and shift work, work allocation, sick pay, recruitment selection, training, promotion, retirement and redundancy (nothing in this clause is designed to undermine the protection of women workers in the factories act). If any worker considers that he or she is suffering from unequal treatment on any of the above-mentioned grounds, he or she should make a complaint in writing to their manager. The suggestion/complaint box in the branch can also be used.

### **Implementation**

The Principal will be responsible for implementation of the equal opportunities policy. Should it become apparent that any workers/applicants are not being offered equal opportunities, then that matter would be investigated by the manager and a third party to see whether there are any policies or criteria which are not justifiable. Our complaints policy and procedure will apply in this matter.

### **Employment**

The intention of our recruitment procedure is to ensure the most appropriate response to any work vacancies at LVC to ensure the highest quality of candidates and will take positive action to advise our local job centre of appropriate vacancies and of this equal opportunities policy, which shall be referred to in all job advertisement. All applicants for work positions or training shall be given as much clear and accurate information about posts in advertisements, job descriptions and interviews as is necessary for them to be able to gauge their suitability for that post. Our advertisement and literature shall not imply that there is a preference for anyone group of applicants, unless there is a genuine occupational qualification, which limits a post to a particular sex, or racial group, in which case this will be according to objective job-relating criteria.

### **Equal Opportunity Monitoring Form**

LVC aims to be an equal opportunity company and we select staff solely on merit irrespective of race, sex, disability etc. In order to monitor the effectiveness of our equal opportunity policy we request all applicants to provide the information indicated below. Completing this form will help to assist the monitoring of our workforce to be the representative of the local community and to target any under-represented groups.

**Please note:** Ethnic minority questions are not about nationality, place of birth or citizenship. They are about color and broad ethnic groups – UK, EU & Non EU citizens can belong to any of the groups indicated. Please tick the appropriate category.

White

British

Black African

Black Caribbean

Black other (please specify)

Indian

Pakistani

Chinese

Other (please specify)

□Disability: Do you consider yourself to have a disability? Yes  No

Age Group: 16-18  19-24  25-30  50+

Gender: Male  Female  Other

Marital Status: Married  Divorced  Single  Cohabiting

**Procedures**

From time to time, usually on an annual basis, LVC will undertake an ethnic monitoring exercise to ensure that the above statement of policy is being adhered to, the exercise will maintain confidentiality as far as possible as numbers only are reported within each ethnic group, names are not used at all. This exercise is a management-monitoring device and its results will in no way adversely affect treatment of staff from ethnic backgrounds. It will only be to assist the monitoring of our workforce to be the representative of the local community and to target any underrepresented groups.