



## **EQUAL OPPORTUNITIES POLICY (Staff)**

**Status:** Statutory

**Member of Staff Responsible:** Executive Principal and Chair of Trust

### **Associated policies and documentation:**

- Equal Opportunities for Students

**Implementation Date:** September 2016

**Review date:** September 2017

**Next review:** September 2018

## **Introduction:**

UTC Sheffield strives to understand, appreciate and value the differences in each individual. We aim to make people feel valued and supported so that they may achieve their full potential.

## **Aims**

The Trust of the UTC aims to support the creation of an environment that will:

- eliminate unlawful, direct and indirect discrimination and promote equality of opportunity;
- ensure that no employee or job applicant receives less favourable treatment on grounds of ethnic origin, colour, disability creed, marital status, nationality, race, religion, gender or sexual orientation;
- have regard to equal terms for men and women in employment in accordance with the EC Equal Terms Directive, 76/207;
- eradicate racial, religious or sexual harassment or discrimination; and
- value, celebrate and learn from the cultural diversity of its staff.

## **The Workforce**

UTC Sheffield will ensure that no employee receives less favourable treatment and that appropriate support is provided so that all employees attain their full potential to the benefit of the UTC and themselves.

The UTC wishes to achieve an ability-based workforce which is in line with the working population mix in the relevant labour market.

The co-operation of all employees is essential for the success of this policy. However, the Trust has lead responsibility for achieving the aims of this policy and for ensuring compliance with the relevant Acts of Parliament and Codes of Practice. Behaviour or action against the spirit or the letter of the aims on which this policy is based will be considered a serious disciplinary matter and may lead to dismissal.

## **Positive Action**

Under-represented groups should be encouraged to apply for training and employment opportunities within the UTC. Recruitment to all jobs should be strictly on merit.

Wherever necessary, use should be made of lawful exemption to recruit suitably qualified people to cater for the special needs of particular groups.

Efforts should be made to identify and remove unnecessary and unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the needs of under-represented groups.

## **Vacancy Advertising**

The Trust shall put in place arrangements to determine which vacancies must be advertised both internally and externally simultaneously. It is anticipated that senior posts would always be advertised externally.

Steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and, where appropriate, externally.

Wherever appropriate, vacancies will be notified to job centres, careers offices and colleges as well as to minority press, media and organisations.

All vacancy advertisements will include a short statement on equal opportunities.

## **Selection & Recruitment**

Selection criteria, including job descriptions and post holder specifications, will be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

More than one person will be involved in the shortlisting and the selection interview. All staff involved in the recruitment process will receive training in equal opportunities.

The possible involvement of minorities and disabled persons in the shortlisting and interviewing process will always be considered.

Reasons for selection and rejection of applicants for vacancies will be recorded.

## **Personnel Records**

Employees are able to check and correct their own records of personal details. Otherwise, access to personal records is restricted in accordance with the provisions of the Data Protection Act.

## **Monitoring, Evaluation and Review**

This policy will be monitored regularly to assess its implementation and effectiveness. The designated member of staff responsible will provide an annual report to the Trust and interim reports on request.

The policy will be reviewed by the Trust as per the published policy review cycle.