



EQUALITIES POLICY FOR STAFF

1. Introduction

This document is a statement of The Royal Ballet School's policy for achieving equality of opportunity in its employment practices.

2. The framework of the policy

The policy applies to potential as well as actual employees and relates to all aspects of employment, including recruitment, pay, terms and conditions of service, promotion, development and training, transfer, grievance and disciplinary procedures and in making arrangements for working in the School. The policy will be made known to all employees and applicants for jobs.

All sections of the population will have equal access to jobs offered by the School and no applicant or employee will receive less favorable treatment because of gender, disability, age, ethnic or national origin, marital status, religion or belief, sexual orientation, or responsibility for dependants unless Genuine Occupational Qualifications (GOQ) applies.

3. Legal framework for the policy

Legislation designed to eliminate unfair discrimination and improve equality of opportunity has been in place for many years:

- a) Equal Pay Act 1970 - The purpose of this Act is to prevent discrimination between men and women in the terms of their contracts of employment, including pay.
- b) Sex Discrimination Act 1975 - makes it illegal to discriminate directly or indirectly against men or women in selection for appointment, promotion, transfer or training.
- c) Sex Discrimination Act Amendment 1999 - Gender Reassignment - makes it illegal to discriminate against a person who is undergoing a gender reassignment
- d) Race Relations Act 1976 - makes it illegal to discriminate, directly or indirectly, on grounds of colour, race, and nationality or ethnic or national origin.
- e) Disability Discrimination Act 1995 - makes it against the law to discriminate against disabled people in employment, provision of goods and services and buying or renting land or property.
- f) Equalities Act 2010 - the new Equalities Act 2010 now provides a single legal framework for all equalities legislation.

In law, discrimination takes three forms:

- a) **Direct discrimination** – this is treating a person less favourably than another on grounds of sex, marital status, race or disability.
- b) **Indirect discrimination** – this occurs when an unjustifiable rule or condition, which applies equally to everyone, has a disproportionately adverse effect on people from a particular racial, gender or disability group in the performance of the job. In short, both employers and employees are responsible for making sure that everyone is treated equally and fairly.
- c) **Dual Discrimination** - dual discrimination protects people who experience direct discrimination because of a combination of two protected characteristics (age, disability, gender, gender reassignment, race, religion or belief, or sexual orientation).

4. Policy Implementation

Men and women - men and women will be encouraged to apply for all jobs unless there are genuine occupational qualifications which restrict a job to one gender as defined by law.

The School confirms that its employment practices are designed to support women and men who have responsibilities for children and dependents whilst ensuring an effective and efficient workforce. Flexible working systems will be considered to support people where possible and where it does not adversely affect the commercial viability of the School.

The School will take necessary measures to prevent discrimination against employees or potential employees on grounds of gender reassignment in accordance with the Equality Act 2010.

Employees undergoing gender reassignment treatment who require time off work for medical or surgical procedures will be treated as all other employees regarding the School's sickness reporting procedures.

Disabled people - The School is opposed to discrimination on grounds of disability. Disabled applicants will not be barred from selection on grounds of their disability nor will disability in itself be acceptable as a reason for dismissal from any School job. The School will take reasonable steps to provide and adapt premises, facilities, or equipment wherever possible to meet the needs of disabled people.

Individuals living with HIV/AIDS are protected by the Equality Act 2010. The School aims to treat employees who are HIV infected or who have AIDS in accordance with its normal ill-health policy and procedure. The School will not discriminate against employees with HIV or AIDS, and harassment or victimisation of an employee on account of an AIDS associated condition will not be tolerated.

Race - The School recognises that Britain is a multi-racial, multi-cultural society with a diversity of cultures and religion represented in its population. The School will not tolerate any form of racism, defined as conduct or words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin. Incidents of racial harassment including verbal or physical abuse or attack against colleagues or members of the public will be dealt with under the grievance and disciplinary procedures. Within this policy, a racist incident is defined as an incident which is perceived to be racist by the victim or any other person.

Age - The School will afford equality of opportunity for older and younger people. Age related criteria will not be used in recruitment or development and training decisions. The School is committed to the removal of all age discrimination in employment.

Lesbian, gay and bisexual people - The School recognise that a person's sexuality is not a matter which it will take into account in determining suitability for recruitment, promotion, training or transfer for any post and will not be grounds for dismissal from any School job. Harassment, whether physical or verbal, of lesbian, gay or bisexual people will not be tolerated. The School will deal effectively with any incident that may occur through its grievance and disciplinary procedures.

Other forms of discrimination - The School recognises that other forms of discrimination exist which have not been specifically dealt within this policy document (e.g. religion, dress codes, health issues, trade union activity, etc.) and commits itself to the general principles of fairness, reasonableness, justice and equality. It will seek to apply these principles to every area where inequality is identified.

5. Recruitment and selection

The School job requirements will be reviewed to ensure that they do not discriminate directly or indirectly. The detailed procedures for promoting equality of employment in the recruitment and selection process are contained in the recruitment policy and associated procedures.

6. Conditions of service

It is a condition of service that all School employees should adhere to the equal opportunities policy. Acts against colleagues or members of the public, whether verbal or physical, which after investigation prove to be discriminatory, are acts of misconduct which will lead to disciplinary action.

The mode of dress and presentation of School employees will be restricted only on the grounds of health and safety, decency, security, suitability and appropriate professional representation of the School or where the School provides an appropriate form of clothing for the job e.g. protective work and foot wear, corporate dance training attire etc or allowance for an appropriate form of clothing.

Display of materials offensive to groups covered by this Policy will be regarded as a disciplinary offence.

7. Organisational arrangements

The Director, in conjunction with the Chief Operating Officer and the Senior Management Team (SMT), will be responsible for ensuring the implementation and monitoring of the effectiveness of the policy. See also the School's whistleblowing policy.

Although it is the responsibility of each SMT member to actively promote equality of opportunity, the policy must be made to work by all employees in all departments.

Everyone has a legal duty not to discriminate.

8. Monitoring

The SMT will review on a regular basis any claims of discrimination raised by job applicants or visitors and staff grievance / disciplinary cases lodged under this policy.

9. Comments and complaints

The School will take seriously and deal effectively with all complaints of discrimination. Anyone who makes a complaint or who gives evidence will not be victimised or treated less favourably than other employees. The School welcomes comments about its equalities policy and practices.

Grievances by employees arising from this policy will be dealt with using the existing School staff grievance procedure.

Nothing in the procedures for dealing with comments, complaints or grievances about breaches of the staff equal opportunities policy shall limit or affect the statutory rights of a complainant.

Any breach of this policy will be considered under the School's disciplinary procedure.

The Chief Operating Officer will report to the School Governors annually on the numbers of and types of comments, complaints and grievances received and the degree to which the operation of these procedures is satisfactory.

10. Review

The School will regularly review the aims set out in this policy and its success within the constraints of its budget and competing demands.

11. Cross References

See also the Expectations of Students policy for students and the School's Staff Recruitment policy.