



EVERYTHING EDUCATION

EQUALITY, INCLUSION AND DIVERSITY POLICY

OWNERSHIP: Everything Education School
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REVIEW: 19/07/2026

PURPOSE

Everything Education is committed to providing a service and following practices which are free from unfair and unlawful discrimination. This policy aims to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, and ensure that no person is victimised or subjected to any form of bullying or harassment.

SCOPE

This policy to all employees, consultants, contractors, volunteers, casual workers and agency workers and it applies to all areas of employment. This policy does not form part of any employee's contract of employment and Everything Education may amend it at any time.

DEFINITIONS

Equality	Everyone has the same opportunities to fulfil their potential free from discrimination.
Diversity	Embracing individual differences amongst the workforce.
Inclusion	Everyone feels comfortable to be themselves at work, feel included and that contribution is appreciated.

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Equity	<p>Recognising barriers and that some groups are more advantaged than others. Then putting measures in place to eliminate these barriers, ensuring that various levels of support are offered dependent on the various circumstances.</p>
Direct Discrimination	<p>This type of discrimination is where an individual is treated differently because of the protected characteristic someone possesses. Direct discrimination can be an intentional or unintentional act.</p> <p>It can additionally manifest itself in two other ways;</p> <ul style="list-style-type: none">a) Direct discrimination by association. <p>This type of discrimination is where an individual is treated differently because of a protected characteristic possessed by someone they're associated with.</p> <ul style="list-style-type: none">b) Direct discrimination by perception. <p>This type of discrimination is where an individual is treated differently because of a protected characteristic other people think they possess, regardless of whether the perception is correct.</p> <p>Ordinary direct discrimination is the only type of direct discrimination which may be lawful, but only if it is 'objectively justifiable'.</p>
Indirect Discrimination	<p>This type of discrimination in the workplace occurs when a company puts a plan or rule in place, which isn't</p>

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	<p>discriminatory but puts people with specific characteristics at a disadvantage.</p> <p>In law, it is where when all four elements of a Provision, Criterion or Practice (PCP) are present. The company applies a plan or rule to a group of people, only some of whom share the protected characteristic. It has (or will) put those who share the protected characteristic at a disadvantage compared to others who do not have the characteristic.</p> <p>It puts the person wanting to make a claim at that disadvantage. The employer is unable to justify the plan or rule objectively.</p>
Harassment	<p>Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.</p> <p>In addition, harassment also occurs when the unwanted conduct is specifically of a sexual nature or there is less favourable treatment because you have rejected or submitted to unwanted conduct of a sexual nature or related to gender reassignment or sex. The victim's account of the misbehaviour is more important than how the harasser sees it.</p> <p>Harassment can present itself in many forms, including</p>

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	verbal communication, physical behaviour, written communication and emails. Suggestions, jokes and the sharing of material relating to a protected characteristic could also be construed as harassment.
Victimisation	Victimisation occurs when an individual is disadvantaged or punished because they have complained or intend to complain about discrimination or harassment in the workplace, or because they have helped an individual who has been discriminated against. It occurs when an employee is disadvantaged because of a 'protected act'.

Everything Education actively support diversity, equity and inclusion and ensure that the workforce is valued and treated with dignity and respect. All managers must set an appropriate standard of behaviour, lead by example and ensure that they promote Everything Education aims and objectives regarding equality, diversity and inclusion. People are invited to comment on this policy and suggest ways in which it might be improved by contacting their Line Manager.

Everyone has a responsibility to prevent harassment in the workplace; by ensuring they do not harass themselves and by speaking up when it is witnessed. Bullying or harassment by customers, suppliers, sub-contractors, visitors or others is also covered under this policy and employees should report any such concerns to their manager who will take appropriate action.

Breaches of this policy will be dealt with following the Disciplinary Policy. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice. If

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people believe they have suffered discrimination they can raise the matter through the Grievance Policy.

OUR COMMITMENTS

- a) Creating an environment in which individual differences and the contributions of our staff are recognised and valued
- b) Creating an environment that promotes dignity and respect for all.
- c) Challenge discriminatory assumptions
- d) Providing training, development, and where possible, progression opportunities to all staff
- e) Understanding equality and inclusion in the workplace is good management practice.
- f) Reviewing employment practices and procedures to ensure fairness for all
- g) Taking steps to ensure equity amongst the workforce
- h) Taking positive action to recruit disabled people and ensuring there are no unlawful barriers to accessing employment opportunities, training, progression opportunities, benefits and facilities
- i) Diversity in our workforce will be regularly monitored to ensure equal opportunities throughout the company.
- j) Having clear procedures that enable candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- k) Providing services to which all customers are entitled regardless of any protected characteristic
- l) Making sure our services are delivered equally and meet the diverse needs of our

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clients

m) Monitoring and reviewing this policy annually

DISABILITY

Everything Education encourage people to disclose a disability and tell them about the condition so that support can be given as appropriate. This could include any reasonable adjustments to ensure access to our services and employment opportunities. If a particular adjustment would not be reasonable, this will be discussed and an alternative solution offered where possible.

Everything Education will keep the physical features of our premises under review to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, Everything Education will take reasonable steps to improve access.

PART-TIME AND FIXED-TERM WORK

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is objectively justified.

EQUAL PAY

Everything Education will ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

JOBS COVERED BY THE REHABILITATION OF OFFENDERS ACT 1974

Everything Education will not automatically refuse to employ a particular individual just

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because they have a previous criminal conviction.

During the application process, job applicants will be asked to disclose any unspent convictions, but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which they have applied, the Company will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment.

JOBS THAT ARE EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974

If the job into which the Company is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, the Company will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned). Even in these circumstances, however, the Company will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

Furthermore, if the job is exempt, the Company will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The Company will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate). The Company will reimburse the individual the fee for obtaining the appropriate criminal records certificate. Where the individual is member of the DBS update service, the Company will, with their permission, carry out a status check on any current certificate.

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The Company is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 1998. Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.

EQUAL OPPORTUNITES STATEMENT

Everything Education UK is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

The terms equality, inclusion, diversity, and equity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. 'Equity' means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all. We will actively support diversity, equity and inclusion and ensure that our workforce is valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles, and

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circumstances. We are committed to putting diversity and inclusion at the heart of everything that we do and to highlight the commitment that the Company makes to promoting equality and preventing discrimination at work. We want to create an inclusive environment that allows people to reach their full potential.

THIRD PARTIES

Everything Education may at any time engage with a third party for support and expertise regarding actions relating to this policy.

POLICY CONTEXT

This policy relates to the following legislative requirements, standards and internal documents:

Standards	<ul style="list-style-type: none">● Equality Act 2010● Rehabilitation of Offenders Act 1974● Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975● Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003
Related Forms & Documents	