



Equal Opportunities Policy 2023 - 2024

Issue No: 17

Issue Date: 01/08/2023

Renewal: Aug 2024

Responsibility: Principal Samantha Bell, Vice Principal
Fiona Forfar

Equal Opportunities Policy

1. Aims

1.1 It is the intention of ElliTe Studios to ensure that no person is subject to unfair treatment in any way. In doing so it aims to comply with the legal requirements of the Equal Pay act (1970), the Sex Discrimination Act (1975), the Disability Discrimination Act (1995), the Employment Rights Act (1996), the Employment Act (2002), the Employment Rights Act (1996), the Employment Act (2002), the Employment Equality (Religion of Belief) Regulations (2003), the Employment Equality (Sexual Orientation) Regulations (2003), the Race Relations Act 1976, Race Relations Act 1976 (Amendment) Regulations 2003, and any age discrimination regulations that come into force.

1.2 The Company also endeavours to make the premises accessible for all members of the community.

2. Policy Statements

2.1 Equal Opportunities

The purpose of this statement is to ensure equal opportunities for all employees, job applicants, students, pupils, clients and customers irrespective of gender, marital status, disability, religion, political belief, sexual orientation, socio-economic background, parental status, age (subject to normal pupil admission or retirement conventions).

2.2 Racial Equality

The purpose of this statement is to ensure equal opportunities for all employees, job applicants, students, pupils, clients and customers, irrespective of race, colour, nationality, ethnic or national origin. ElliTe Studios values a diverse customer base and the individuality and creativity that every employee potentially brings to the workforce.

2.3 Harassment

ElliTe Studios is committed to promoting a good and harmonious working environment where every employee, job applicant, student, pupil, client and customer is treated with

respect and dignity. No one should feel threatened, intimidated or degraded on grounds of race, colour, nationality, ethnic or national origin, sex, married status, sexual orientation, disability, physical characteristics, health, or religion or belief. The policy also covers harassment that falls outside the above categories and that can be classed as bullying.

3. Equal Opportunities

3.1 Relating to Management, Staff and employees:

3.1.1 Equality of opportunity is about good employment practice and makes sound business sense. Steps will be taken to make sure all business practices ensure equal opportunities.

- Recruitment, training and promotion opportunities will be made as widely available as possible.
- Selection criteria for employment, training and promotion opportunities will be entirely related to the job.

3.1.2 Everyone has the right to work and do business in an environment free of discrimination and harassment. ElliTe Studios will not tolerate such behaviour under any circumstances and will treat breaches of our racial equality policy as misconduct, possibly leading to disciplinary proceedings, and even dismissal.

- Employees, visitors, students, pupils, clients and customers will be treated fairly, openly and honestly, and with dignity and respect.
- No job applicant, student, pupil or prospective student, pupil or employee will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin.

3.1.3 Employment decisions on recruitment, promotion and training will be made solely on the basis of merit.

3.2 Relating to Students and pupils:

- 3.2.1 Every effort will be made to advertise and promote the Company in a diverse range of publications and places in order to widen access to training. Students and pupils will be accepted and encouraged from all areas of society.
- 3.2.2 The school will ensure that teaching is delivered without discrimination and that the needs of those with specific access requirements will be met. All materials and practices used will not directly or indirectly discriminate.
- 3.2.3 Students and pupils will be expected to treat fellow students with respect recognising the importance of individuality.
- 3.2.4 Students and pupils will be expected to enter into a mutually respectful, professional relationships with staff.
- 3.2.5 Students and pupils will be expected to recognise and oppose any form of discrimination in class and the building.

4. Racial Equality

In addition to the above statements, the following points deal specifically with Racial Equality.

4.1 Relating to Management, Staff and employees:

- 4.1.1 ElliTe Studios will actively tackle racial discrimination, and promote racial equality and good race relations across the organisation.
- 4.1.2 Management will promote race equality inside and outside the institution.
- 4.1.3 Management will follow the relevant procedures and take action against staff, students or pupils who discriminate for reasons of race, colour, nationality or ethnic/national origins.
- 4.1.4 All staff will have a responsibility to deal with any racist incidents and be able to recognise and tackle racial bias and stereotyping.
- 4.1.5 All staff will have a responsibility to promote race equality and good race relations, and avoid discrimination against anyone for reasons of race, colour, nationality or ethnic/national origin.

4.2 Relating to Students and pupils:

- 4.2.1 Students and pupils will be expected to oppose any racist incident, racial bias or stereotyping and notify the appropriate staff if they witness any action of this sort.

5. Harassment

5.1.1 Any employee or individual that believe s/he is being discriminated against, victimised or harassed should raise the matter through the Company's complaint procedure. Harassment at work is unacceptable behaviour and will not be permitted or condoned.

5.1.2 All employees have a right to work in an environment that:

- is free from abuse or insults;
- is safe;
- promotes dignity at work;
- encourages individuals to treat each other with respect;
- values politeness;
- is open and fair; and
- encourages colleagues to support each other

5.1.3 All employees have a responsibility to:

- support anyone who says they have been bullied or harassed, and to be sensitive to their feelings and perceptions of the situation;
- encourage colleagues to seek help; and
- refrain from taking part in, encouraging or condoning gossip about cases of alleged or actual harassment or bullying.

Complaints of harassment or discrimination will be dealt with through the complaint procedure. Harassment will be treated as misconduct which may lead to disciplinary action, and even dismissal. All employees must comply with this policy.

6. Implementation

6.1 General Responsibilities

6.1.1 All staff, students and pupils are expected to enter into the spirit of the policy and to ensure that a positive equal opportunities climate exists.

- 6.1.2 Language or behaviour designed to be offensive to any of the groups outlined in our statement is unacceptable and will not be tolerated within the organisation.
- 6.1.3 Any direct or indirect discrimination, victimisation and harassment is a very serious matter and any student or staff member who fails to comply with the equal opportunities, race equality or disability policies will be subject to the appropriate Disciplinary Procedure. All staff and students are encouraged to be vigilant and report any act that they feel contravenes this policy to the Company Directors.

6.2 Access to Policy

- 6.2.1 The policies will be available to all job applicants, prospective pupils, students and employees, upon request.

7. Monitoring, Evaluation and Improvement

- 7.1 ElliTe Studios will regularly review the company's policies, practices, and procedures, to make sure they are not potentially discriminatory.
- 7.2 The make-up of the entire organisation will be constantly monitored to ensure all members are being treated in accordance with this and other policies.
- 7.3 The Company will collect or analyse data about ethnic backgrounds where required to by law, and plans for improvement will be made where necessary.