**Equal Opportunity Policy – Updated January 2020**

Top Up Teachers Plus Ltd is committed to encouraging quality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best.

The policy’s purpose is to:

* provide equality, fairness and respect for all in our employment, whether temporary, part-time or full time
* not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation

Top Up Teachers Plus Ltd commits to:

* Encourage equality and diversity in the workplace as they are good practice and make business sense
* Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
* Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation’s work activities
* Make opportunities for training, developments and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
* Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take into account of changes in the law
* Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitment set out in the policy
* Ensure personal and sensitive confidential data is used only in a manner to ensure equal opportunities and is not shared with third parties unless legally required to do so

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

Such acts will be dealt with as misconduct and appropriate action will be taken under the organisations procedures and policies. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassments relates to a protected characteristic – is a criminal offence.

The equality policy is fully supported by the directors of the company:



**Matt Webster (BSc Hons, PGCE) Julie Webster (BEd Hons)**

**Director Director**