

## EQUAL OPPORTUNITIES POLICY

### **Designated Contacts**

Steve Wiggins (Director) 01473 254452

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The statement sets out a commitment by Cameo Learning Centres Ltd (henceforth referred to as Cameo) to combat direct and indirect discrimination.

Cameo is committed to the principles of equal opportunity. It is the joint responsibility of all employees to implement and follow the Equal Opportunities Policy.

Our Policy is written in the framework and guidance of the following legislation:

- Equality Act 2010
- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1975
- Rehabilitation of Offenders Act 1974

Cameo recognises that certain groups in society currently suffer discrimination and are denied equality of opportunity. Cameo is committed to opposing all forms of discrimination within the organisation.

Cameo recognises that everyone has a contribution to make to our society and a right to equal treatment. Cameo aims to ensure that no job applicant, staff, organisation or individual to whom we provide services will be discriminated against.

Common grounds for discrimination are:

- Race, colour, nationality, ethnic or national origin
- Gender, gender reassignment, mental status or caring responsibility
- Sexual Orientation
- Age
- Physical or mental disability or mental health
- Political belief or religion
- Class



- HIV Status
- Employment Status
- Unrelated Criminal Conviction

Cameo recognises that Suffolk is a multicultural society and believes that cultural diversity positively enriches our lives. Cameo believes that each individual has a contribution to make.

## **Staffing**

Staff employed in the centre should wherever possible reflect the ethnicity of the local community and be able to demonstrate a commitment to equality of opportunity for all the customers and staff members at the centre.

## **Recruitment**

Advertisements for posts should state the most basic minimum requirements both in terms of qualifications and experience. It should also state, in appropriate words, that the organisation intends to treat all applicants equally without prejudice.

## **Equal Opportunities Training**

All employees and management of the Cameo will be encouraged and supported in working with the Equal Opportunities Policy. As every individual should reflect the ethos, attitude and philosophy of our training centre, we will all strive to ensure that the environment is free from any form of harassment and discrimination.

## **Harassment and Discrimination**

Cameo is opposed to harassment and discrimination in any form and is committed to providing an environment in which the dignity of all individuals is respected.

Any individual, employee or customer who feels they are being subjected to harassment or discrimination of any kind are encouraged and have the right to discuss the issues with any member of staff, whom they feel most approachable for their own needs. Every effort will be made to resolve the issue on an informal basis whilst taking the situation or allegations seriously.



If the issues cannot be resolved in an informal way or, the complainant is not satisfied, the issues will be taken to the Management who will further attempt to resolve the situation. Learndirect students will be informed of their right to escalate any dispute to the Learndirect Hub manager for final arbitration should local management be unable to satisfactorily resolve the issue.

### **Monitoring and Evaluation**

It will be the responsibility of the current staff and management to monitor and evaluate the effectiveness of the Equal Opportunity Policy. The management will review the policy on an annual basis. All data relating to individuals will be kept confidential. Recommendations for improvements of performance an any necessary changes of policy will naturally occur through the process of monitoring and evaluation.