

CONNECT US ACADEMY CIC

EQUAL OPPORTUNITIES POLICY

Equal Opportunities Statement

This Organisation is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

Connect Us Academy CIC recognises that the formulation behind this social enterprise is one in which the equal value of all is recognised. Not providing equality of opportunity in its internal operations and service delivery, therefore, fundamentally undermines the effectiveness of the Organisation.

This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment. It applies to all aspects of contact and interaction with persons outside of the organisation in the name of Connect Us Academy CIC by staff, volunteers and sessional workers.

3.1 Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, members, partners and visitors. This applies in the workplace, outside the workplace (when dealing with beneficiaries, partners or other work-related contacts), and on work-related trips or events including social events. Any worker found to be discriminating will face disciplinary proceedings.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

3.2 Recruitment and selection

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

1.3 Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

1.4 Part-time and fixed-term work

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

1.5 General Provisions

- Connect Us Academy CIC will not discriminate against any individuals or groups of people in the provision of our services. Disadvantaged individuals and groups will be encouraged to use our services. This will be reflected in our publicity and provision of information.
- Connect Us Academy CIC will ensure that no job applicant or employee is disadvantaged by any conditions and requirements which are not based on the ability to do the job. Selection criteria and procedures will ensure that individuals are selected, promoted and treated solely on their relevant merits and abilities. Connect Us Academy CIC is committed to the continual training and development of its staff and volunteers to help them to achieve their full potential.
- Connect Us Academy CIC will be mindful of its commitment to equal opportunities when choosing suppliers, contractors and partners.
- Connect Us Academy CIC will regularly review, monitor and evaluate its equal opportunities policy, with a view to ascertaining its effectiveness.

1.6 Breaches of this policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with through our disciplinary procedure.

Reviewed: 21/10/2025

B S Khuman Director