



## EQUITY, DIVERSITY AND INCLUSION POLICY

### Contents

1. Policy Statement .....	2
2. About this policy.....	3
i. Who does this policy apply to? .....	3
ii. Who is responsible for this policy? .....	3
3. Diversity and inclusion training .....	3
4. Discrimination .....	4
5. Recruitment and Selection .....	4
6. Gender Pay Gap Reporting.....	5
7. Training and Promotion .....	5
8. Termination of Employment by the School .....	5
9. Disability .....	5
10. Part-time and fixed term work.....	6
11. Breaches of this policy.....	6
12. Related policies .....	6

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## 1. Policy Statement

All schools within the Hampton School Trust ('the School') are committed to encouraging equality, diversity and inclusion, and to eliminating unlawful discrimination within the School community. The School is an equal opportunities employer and is committed to promoting equal opportunities in employment and creating a workplace culture in which diversity, equality and inclusion is valued and everyone is treated with dignity and respect.

The School commits to:

- Promoting equal opportunities and upholding all aspects of the Equality Act 2010 (the "EA").
- Opposing and avoiding all forms of unlawful discrimination, being those related to protected characteristics as set out in the EA ("Protected Characteristics"), which are:
  - age
  - gender reassignment
  - being married or in a civil partnership
  - being pregnant or on maternity leave
  - disability
  - race including colour, nationality, ethnic or national origin
  - religion or belief
  - sex
  - sexual orientation
- Maintaining an environment where all members of the School community are recognised and valued and where they are treated with dignity, fairness and respect.

The School will take reasonable steps to:

- Promote awareness and provide training to staff and managers on equality in the workplace.
- Apply the principles of equity to all staff and all job applicants so that there is equality of opportunity, ensuring that no individual is denied employment opportunities for reasons unrelated to ability.
- Ensure a diversity of candidates at all career stages beginning with recruitment, including the development and promotion of talent, through to the appointment of senior leadership.
- Implement all internal policies and procedures (on a fair and impartial basis).
- Create an inclusive working environment that is sensitive to the needs of staff of differing cultures, religions and beliefs.
- Make reasonable adjustments to enable employees with disabilities to perform to their full potential.
- Ensure that work environments are free from discrimination, harassment, intimidation or bullying.
- Ensure all staff understand the requirements of the EA and its implications in terms of good practice in employment and education.

No employee or job applicant will be subjected to unlawful treatment on the basis of a Protected Characteristic, or the perception that they possess a Protected Characteristic, or due to their association with someone who has a Protected Characteristic. This commitment applies to all areas of employment, including but not limited to:

- Recruitment and selection
- Promotion, transfer, and training opportunities
- Employment benefits, terms, and conditions
- Grievance and disciplinary procedures
- Termination of employment, including redundancy processes
- Standards of conduct and behaviour at work

Procedures are in place to ensure fair and equitable treatment in relation to the admission and assessment of pupils. Staff can refer to the following policies which can be found on Cezanne:

- C01 Admissions
- D05 Special Educational Needs & Disability

The principles of non-discrimination and diversity, equality and inclusion also apply to the way in which the School expects its community to treat visitors, pupils, parents, suppliers and former pupils and members of staff

## **2. About this policy**

The purpose of this policy is to set out the School's approach to diversity, equality and inclusion. Its aim is to encourage and support diversity, equity and inclusion and actively promote a culture that values difference and eliminates discrimination in the workplace. It applies to all aspects of employment within the School, including recruitment, pay, benefits and conditions, flexible working and leave, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

This policy does not form part of any contract of employment or other contract to provide services, and it may be amended at any time

### **i. Who does this policy apply to?**

This policy is relevant for and expected to be honoured by all those who work for the School.

### **ii. Who is responsible for this policy?**

The Board of Governors has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for overseeing its implementation to The Headmaster. Questions about the policy or suggestions for change should be referred to the Head of HR

All line managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote its aims and objectives with regard to diversity, equity and inclusion.

This policy is reviewed annually.

## **3. Diversity and inclusion training**

Managers, staff and Governors will be given appropriate training on recognising and avoiding discrimination, harassment, victimisation, unconscious bias and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion. All those who receive training are required to confirm that they have read, understood and will comply with this policy and the Staff Harassment & Bullying policy (A36). All staff and Governors should also be made aware of the School's Sexual Harassment risk assessment.

## 4. Discrimination

No member of the School community should unlawfully discriminate against or harass other people, including current and former staff, job applicants, parents, pupils, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with suppliers or other work-related contacts), and on work-related trips or events including social events.

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

**Direct discrimination:** treating someone less favourably because of a Protected Characteristic. Direct discrimination can include associative discrimination, where a person is treated less favourably because of their association with an individual with a Protected Characteristic, and perception discrimination, where a person is treated less favourably because of the mistaken belief that they possess a Protected Characteristic.

**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. 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 the School's Staff Harassment & Bullying policy (A36) and the Sexual Harassment risk assessment which can be found on SharePoint by all staff.

**Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.

**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.

## 5. Recruitment and Selection

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Staff can refer to the following policies:

- A28 Recruitment Selection & Disclosure
- A16 Redundancy Procedures

These policies can be found on Cezanne:

- Hampton School : [click here](#)
- Hampton Pre-Prep & Prep : [click here](#)

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.

In some circumstances, different treatment during a recruitment process because of a protected characteristic is not unlawful (for example, to appoint a woman to a position where there is an occupational requirement for the postholder to be female; or to support a person with a disability). Where an occupational requirement applies, this should be specified in any advertisement.

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our School, we monitor applicants' ethnic group, nationality, sex, gender identity, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment.

## **6. Gender Pay Gap Reporting**

The School is required to produce an annual report on Gender Pay Gap. The report is published on the School's website and can be accessed via the following link: [click here](#)

## **7. Training and Promotion**

Training needs will be identified through regular appraisals which will be based entirely on an objective assessment of performance and will not be influenced by any Protected Characteristics. Staff will be given appropriate access to training to enable them to progress within the School and all promotion decisions will be made based on merit.

## **8. Termination of Employment by the School**

The School will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory. It will also ensure that disciplinary procedures and sanctions are applied without discrimination.

## **9. Disability**

If a member of staff is disabled or becomes disabled, they are encouraged to let HR (and immediate line manager) know about the condition so that they can be supported as appropriate.

A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Reasonable adjustments to the application procedures shall be made so that applicants are not substantially disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If a staff member experiences difficulties at work because of their disability, they should promptly contact their Head of Department or Line Manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Head of Department or Line Manager may wish to consult with the member of staff in question and their medical adviser about possible adjustments and the staff member may be asked to give their consent to a report being produced about their state of health and ability to perform their duties. The School will consider the matter carefully and will try to accommodate any reasonable needs.

If the School considers a particular adjustment would not be reasonable, this will be explained to the staff member, giving reasons, and every effort will be made to try to find an alternative solution. Once an adjustment has been made, its operation may need to be reviewed at agreed intervals to assess its continuing effectiveness.

Where, during the course of their employment, a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, they should discuss this requirement with the Bursar, their line manager or HR.

The School will continue to monitor the physical access features of its premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where appropriate, the School will take reasonable steps to improve access.

## **10. 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 justified.

## **11. Breaches of this policy**

The School takes a strict approach to breaches of this policy, which (for employed staff) will be dealt with in accordance with its Disciplinary Procedure. For employed staff, serious cases of discrimination may amount to gross misconduct resulting in dismissal. For others for whom the Disciplinary Procedure does not apply, such as volunteers (including Governors) and third parties providing services to the School, if any related issues become apparent in relation to such individuals, these will be raised with them and action taken where appropriate.

If a member of staff believes that they have been the subject of discrimination they can raise the matter informally in accordance with the Staff Harassment & Bullying policy (A36) and, if necessary, the Sexual Harassment (and other types of harassment and bullying in the workplace) risk assessment (see above). Any matters can also be raised formally through the School's Staff Grievance Procedure (A12). Complaints will be treated in confidence and investigated as appropriate.

There will be no victimisation or retaliation against staff who complain about or report discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under the School's Disciplinary Procedure.

## **12. Related policies**

This policy is supported by the following other policies and procedures:

- Parental (Family Leave) Policy
- Staff Harassment and Bullying Policy
- Dependant & Emergency Leave/Carer's Leave/Bereavement Leave/ Compassionate Leave Policy
- Disciplinary Procedure
- Flexible Working Policy
- Grievance Procedure
- Maternity Policy
- Remote Working Policy
- Staff Behaviour