



**PHOENIX ACADEMY
EQUAL OPPORTUNITIES POLICY STATEMENT**

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Phoenix Academy is part of
The Future Institute



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Equal Opportunities Policy Statement

Phoenix Academy is committed to equal opportunities in employment and service delivery. The policies and practices of the Academy aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. At the heart of our policy, we seek to treat people fairly and with dignity and respect.

We will take every possible step to ensure that no person working with the Academy, seeking employment with us, or any member of the public using the Academy's premises or services will receive less favourable treatment (direct discrimination) or will be disadvantaged by requirements or conditions that cannot be shown to be justifiable (indirect discrimination) on the grounds of their:

1. Age
2. Disability
3. Gender including gender reassignment
4. Race (including colour, nationality, ethnic or national origin)
5. Religion/belief or non belief
6. Sexual orientation
7. Marital, partnership and family status
8. Socio-economic status
9. Trade Union membership or non membership

We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Affording staff full dignity at work promotes good employee relations and satisfaction, and results in a motivated, productive and creative workforce which leads to service improvements.

Our Equal Opportunities Policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to create a borough of opportunity for all.

We will take positive steps to ensure that the policy is known to all employees, potential employees and organisations that we work with. We will also ensure that equal opportunity is embedded in all our policies, procedures, day to day practices and external relationships.



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Equal Opportunities in Employment

Phoenix Academy is committed to having a workforce that is representative of the community it serves at all levels of the organisation. We therefore welcome applications from all backgrounds and all sections of the community.

As an applicant, you can be assured that the Academy will take positive steps to ensure:

1. Job descriptions and associated conditions relate to the particular job, define the qualifications, experience and other skills required in the post, and only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.
2. All applicants are treated equally and fairly throughout the recruitment and selection process.
3. All decisions are made in line with the Academy's Equal Opportunities and Recruitment and Selection decisions, are made on merit - in line with the job and skills requirements set for the vacancy.

And when you become employed, we aim to ensure:

1. A fair, transparent and equal chance in learning and development and terms and conditions of service.
2. A working environment that is free from discrimination, bullying, harassment and victimisation and where all complaints are promptly investigated and dealt with.
3. A working environment where a person's identity and culture is valued and respected.

Positive about Disability

We value and encourage diversity in our workforce. As part of our aim to deliver quality services, we are committed to promoting equality and eliminating discrimination.

As an employer, we are aware of our obligations under the Equality Act 2010 and are committed to offering support and making reasonable adjustments to allow full participation in the process. It is important that you let the Recruiting Manager know of any requirements. The Academy will consider any reasonable adjustments. Examples include: changing the timing of interview, giving extra time for tests, providing equipment or assistance throughout the process e.g. a reader or scribe.

Employment Monitoring

Our monitoring shows how well the Academy responds to employee needs and how we work to achieve a workforce that reflects the community.



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We would like to encourage all applicants to complete the Equality Monitoring form with their application so that we can assess our performance against agreed targets.

If you are concerned about how your data will be stored, accessed or shared, be reassured that it will be kept confidential at all times and in accordance with the Data Protection Act 1998. It will not be accessible to anyone outside of the designated authorised personnel and will be used to monitor the effectiveness of our employment policies so that we can improve where required. This information will be used for statistical purposes only and you will not be identified in any way.

Workforce Monitoring FAQs

Why Do We Monitor?

We are committed to being representative of the community we serve and becoming an employer of choice. To help us achieve this, we need to have a clear picture of who we employ. Equalities monitoring therefore enables us to examine the make-up of the workforce and compare this with local data used as a benchmark to ensure that the workforce reflects the community. It also enables us to analyse how human resources practices and procedures affect different groups, address any inequalities and ensure compliance with legislative requirements.

Will My Data Remain Anonymous?

Yes. The monitoring information will be kept separately from any identifying personal information. Any findings published will only ever be anonymised and aggregated. So we may publish statistics about our employees as a whole but will never publish individual information.

Who Will Access My Data?

Only you and designated employees within HR will be able to access the data for updating or analysis. We can track who has accessed the data to ensure it is only used for the correct purpose. The monitoring information you supply will be processed in compliance with the Data Protection Act 1998.



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How Will The Data Be Used?

Data will be analysed to spot trends and remove barriers or target areas where our policies and practices can be improved to boost equal opportunity.

Do I Have To Complete The Monitoring Form?

Completing equality monitoring data is not compulsory. However, the Academy is statutorily obliged to collect this information to ensure that our recruitment and employment processes are equitable. Therefore, we would encourage you to complete it.

Although you are not obliged to answer every question, by doing so, it helps to ensure that best practice and equal opportunities are upheld and allows for any barriers to workforce diversity to be highlighted. If we get a low response rate then the findings may be inaccurate.

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