



# Happy Bunnies Nursery

## EQUAL OPPORTUNITIES POLICY

September 2017

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Internal use only

Date of review	Author	Date for review
September 2019	Jeanette Moss	September 2020

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the nursery to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the Policies is to encourage harmony and mutual respect between individuals. In order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The nursery aims to comply with all relevant UK and European legislation.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the Nursery and wilful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

#### **1. The Equal Opportunities Policy Statement**

1. The nursery values the individual contribution of people irrespective of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. The nursery is committed to ensuring that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This applies but not only in relation to recruitment and selection, promotion, transfer and training opportunities, benefits, terms and conditions of employment, grievance and disciplinary procedures, termination of employment including redundancies, and conduct at work.
2. All employees should be treated equally with dignity and respect. The Nursery will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin, pregnancy or maternity.
3. The Nursery recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Equality Act and the Part Time Workers legislation.

The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, children, parents, suppliers and former members of staff.

5. The Nursery will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and will be subject to disciplinary

procedures if found to be discriminatory. The Nursery further seeks to give all employees equal opportunity and encouragement to progress within the nursery.

6. The Nursery promotes tolerance of each other and respect for each other's position within the nursery community, and provides positive images and role models, whilst seeking to avoid prejudices and raise awareness of related issues.
7. If an existing employee becomes disabled the nursery will make every effort to retain him or her within the workforce whenever reasonable and practicable with reasonable adjustments to assist in overcoming or minimising the difficulties. This may need to be in conjunction with a medical advisor.
8. Whenever reasonably practicable to do so, the nursery will install in existing premises facilities for people with disabilities. Whenever the nursery invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and children with disabilities.
9. The nursery undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
10. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

#### ***Policy Statement on Harassment at Work***

1. The nursery believes that the dignity of every person must be respected. Harassment of colleagues or children is unlawful and unacceptable and will be regarded as a disciplinary offence, which in serious cases, may be classed as gross misconduct, resulting in instant dismissal. The highest standards of conduct are required of everyone, regardless of seniority.
2. The nursery recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include: -
  - Verbal abuse, or insulting behaviour
  - Sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
  - the display or circulation of sexually suggestive or racially abusive material

- bullying, coercive, intimidating or threatening behaviour
  - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability or other protected characteristic
  - persistent teasing or constant unfounded criticism of the performance of work tasks
  - unsolicited or unwelcome sexual advances, including touching, staring or commenting
  - comments of a sexual nature about a person's appearance or dress
  - bribery or attempted bribery.
5. An allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as an offence and in serious cases may be regarded as gross misconduct leading to instant dismissal.
6. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person's superior.