EQUAL OPPORTUNITIES POLICY

1. Introduction

- The NW Academy English Language School is committed to the principles of Equality of Opportunity and recognises their importance in fair employment practices.
- It is essential that employment practices are operated on the basis of the relevant merits, abilities and potential of individuals, and are free from any criteria, which cannot be justified by the demands of the post.
- This policy sets out the framework for the provision of equal opportunities in employment and is for the elimination of unlawful and unjust discrimination in practice.

2. Aims

The aim of this policy is to communicate the commitment of the chief executive, board of directors and management to the promotion of equality of opportunity in the NW Academy English Language Centre Ltd.

It is our policy to provide employment equality to all, irrespective of:

- Gender
- Age
- Sexual orientation
- Nationality
- Race or Ethnic Origin
- Marital or family status
- Religious belief or political opinion
- Disability
- Socio-economic background

We are opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of relevant merit and ability.

3. Our Commitments

We are committed to:

- Promoting equality of opportunity in recruitment, promotion and staff development.
- Developing appropriate training programmes and ensuring that all employees are made aware of and encouraged to take advantage of suitable opportunities for training and advancement.
- Preventing any form of direct or indirect discrimination or victimisation.
- Promoting equal opportunities for women and men.
- Promoting equal opportunities for people of all religions or of no religion.
- Promoting equal opportunities for people with disabilities.
- Promoting equal opportunities for ethnic minorities.
- Promoting equal opportunities for people of different sexual orientation.
- Promoting a good and harmonious working environment where everyone is treated with respect and dignity and in which no form of intimidation or harassment will be tolerated.

Reviewed: 13/02/26

- Ensuring that all are aware of their responsibilities as managers, employees and representatives of the academy.
- Fulfilling all legal obligations under the relevant legislation and associated codes of practice.

Breaches of our equal opportunity policy and practice will be regarded as misconduct and may lead to disciplinary proceedings.

4. Implementation of the Policy
The chief executive has specific responsibility for the effective implementation of this policy. Directors and managers also have responsibilities; we expect all our employees to abide by the policy and help create the environment, which is its objective.

In order to implement this policy, we will ensure that:
- The policy is communicated to all employees and is made known to job applicants.
- Managers are aware of their responsibilities through appropriate training and guidance.
- The policy applies to all employees and prospective employees.

5. Responsibilities of Staff as Employees of the NW Academy
Individual employees acting on behalf of the academy have a responsibility in law and in terms of the academy's policy for assisting in the prevention of discrimination.

In particular individual employees must:
- Not discriminate against fellow employees or applicants or harass or intimidate other employees.
- Not discriminate against student members of the NW Academy or applicants for places in the academy.
- Co-operate with measures introduced by the academy to promote equality of opportunity and eliminate discrimination.
- Not induce management, fellow employees or representatives of the academy to practise discrimination.
- Ensure that all dealings with the public are dealt with in a non-discriminatory manner.

6. (i) Employment Procedures
All staff involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory recruitment and selection techniques.

Employment procedures and terms and conditions of employment will ensure the promotion of equality of opportunity and the elimination of discrimination. This will include recruitment and selection, training and development, promotion and gender free language.

(ii) Affirmative Action
Where appropriate, lawful positive action measure such as special encouragement in advertisements or special training will be developed.

7. Monitoring
Monitoring is carried out through the collection and analysis of statistical data to ensure the effectiveness of the

policy on equal opportunities.
The NW Academy will gather appropriate information for the purposes of monitoring on:

- Age
- Gender
- Marital status
- Nationality
- Ethnic origin
- Disability
- Community background
- Religious belief
- Dependants

Such information is collected from individual employees solely for monitoring purposes and will be strictly confidential, and will only be used in accordance with the Fair Employment and Treatment (Northern Ireland) Order 1998.

8. Complaints
Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through grievance procedures.

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

These internal procedures do not replace or detract from the right of employees to pursue complaints under the following orders and acts listed to an industrial tribunal, or, under the Fair Employment and Treatment (Northern Ireland) Order 1998, to a Fair Employment Tribunal.

- The Sex Discrimination (Northern Ireland) Order 1976
- The Disability Discrimination Act 1995
- The Race Relations (Northern Ireland) Order 1997
- The Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003

9. Review
The Equal Opportunities Policy and progress on the implementation of the policy will be kept under constant review, as this will be essential to the continuation of a working environment free from discrimination.

Reviewed: 13/02/26

Signed:

(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to:
Francesca Giacomini-Operations and Marketing Director
francesca.giacomini@northwestacademy.net T: + 44 28 7137 0773

Reviewed: 13/02/26