

# Equal Opportunities policy

## NCBIS

**"Bringing out the best in everyone"**

<b>Approved by:</b>	<b>Date:</b> April 2018
<b>Last reviewed on:</b>	25th April 2018
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NCBIS: New Cairo British International School  
Bringing out the best in everyone

**The NCBIS mission is:**

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

**Vision Statement – in 2021 NCBIS is**

An international school of renown that provides an education of excellence by which students are prepared for a rapidly changing world where skills, values, attitudes and attributes are as important as knowledge. This education enables students to fulfill their academic, sporting and artistic potential and develop a positive and creative mindset that enables them to achieve success at school and in later life. This is achieved in a happy atmosphere and safe and stimulating physical environment that is conducive to academic learning as well as personal and social growth. NCBIS will continue to be celebrated for its warm and caring ethos and its positive contribution to a sustainable and just world.

**Values:**

NCBIS is guided in all its actions and decisions by its commitment to:

- ☑ providing quality education in a safe, secure and caring environment
- ☑ Ensuring choice and challenge both within the curriculum and the extra-curricular programmes
- ☑ Promoting academic and personal achievement
- ☑ Inspiring intellectual curiosity, critical thinking and enthusiasm for learning
- ☑ Developing each student's unique talents to help them achieve their potential
- ☑ Maintaining an internationally diverse community of open-minded people

## **NCBIS Equal Opportunities Policy**

### **Purpose and scope**

The purpose of this Equal Opportunities Policy is to communicate our commitment to equality of opportunity in employment, with the aims of ensuring that all employees and job applicants are treated fairly and equally, and support the NCBIS objective of providing a working environment that is free from all forms of discrimination, in line with our Mission and Vision.

The policy applies to all staff within the Company, including employees, exam invigilators and temporary cover staff. All staff are expected to put this policy into practice.

A copy of this policy will be distributed to all employees and included in the staff handbook as well as be made available to other workers on their engagement. Applicants can access the policy via the school's website [www.ncbis.co.uk](http://www.ncbis.co.uk) and or be sent a copy of the policy on request. In addition, all staff will receive briefing on this policy during the induction process at each start of year.

Any questions about the policy should be directed to the HR Manager or Principal.

This policy does not form part of employees' contracts of employment and NCBIS may amend it at any time.

The policy will be reviewed annually but may be amended at any time if deemed necessary in the light of Egyptian or NGO law.

### **Policy statement**

NCBIS is fully committed to providing equality in the workplace and all opportunities for, and during employment, will be afforded to individuals fairly and irrespective of age, disability, gender, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief ("the protected characteristics"). We aim to create a working environment that is free from discrimination and harassment in any form, in which all staff, students and visitors are treated with dignity and respect, which is central to our Mission.

NCBIS will not unlawfully discriminate in the arrangements we make for recruitment and selection or in the opportunities afforded for employment, training or any other benefit. All decisions will be made fairly and objectively. We aim, as far as reasonably practicable, to ensure that all our working practices are applied fairly and consistently and, where necessary, we will take reasonable steps to avoid or overcome any particular disadvantage these may cause and to promote equality.

NCBIS respects an individual's right to choose whether or not to belong to a trade or teaching union and membership status will have no bearing on an applicant's suitability for employment or result in any detrimental treatment when working for us.

### **Specific Responsibilities**

NCBIS has overall responsibility for the effective operation of this policy and as an International school, aims to comply with the Equality Act 2010 of the UK, and associated legislation and for observing relevant Codes of Practice.

The HR Department is responsible for monitoring and reviewing the policy and for ensuring that all employment-related policies, procedures and practices adhere to this policy.

All staff have a responsibility not to discriminate or harass other staff and to report any such behaviour of which they become aware to their line manager, Principal or the HR Manager if they prefer.

Line Managers/ Leadership are responsible for implementing the Equal Opportunities Policy and must apply the policy as part of their day-to-day management of NCBIS.

### **Forms of discrimination**

The following are forms of discrimination that this policy aims to avoid:

*Direct Discrimination* occurs when a person is treated less favourably because of a protected characteristic that they either have or are thought to have. Direct discrimination can also occur by way of association, which is when a person is treated less favourably because, for example, their spouse or partner or other relative has the protected characteristic.

*Indirect Discrimination* occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a particular protected characteristic. A person with the protected characteristic who is disadvantaged in that way has the right to complain.

To be justified, the provision, criterion, or practice must be necessary for legitimate business reasons in circumstances where less discriminatory alternatives are not reasonably available.

*Victimisation* occurs where someone is treated unfavourably because he/she has raised a complaint under this policy or taken legal action, in relation to any alleged act of unlawful discrimination, against the Company or because he/she has supported someone else in doing this.

*Harassment* is unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can take many different forms and may involve inappropriate actions, behaviour, comments, emails or physical contact that causes offence or are objectionable.

Harassment may involve a single incident or persistent behaviour that extends over a period of time and can occur even if someone did not mean to cause offence. It also means that a person can be subjected to harassment by behaviour that is not aimed at them directly but which they nonetheless find unpleasant.

Harassment is always unacceptable and where it relates to a protected characteristic it will amount to an unlawful act of discrimination.

*Discrimination arising from Disability* - In addition to the above, it is unlawful to treat a person unfavourably because of something that is the result, effect or outcome of their disability, unless the treatment is necessary and can be objectively justified. Furthermore, employers have a duty to make reasonable adjustments to ensure that disabled applicants, employees or other workers are not substantially disadvantaged.

### **Creating equal opportunities in the workplace**

There are a number of ways in which NCBIS aims to ensure equal opportunities in the workplace, including:

#### **Recruitment and selection**

Recruitment and selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude and ability.

We will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not substantially disadvantaged, but recognise that our physical site, facilities, multiple stairs and absence of lifts, makes the employment of physically challenged staff very difficult for their own safety.

#### **Career development and training**

All staff will be given an appropriate induction to enable them to fulfil the responsibilities of their role.

All employees will be encouraged to develop their full potential and we will not unreasonably deny an employee access to training or other career development opportunities. These will be identified as part of an ongoing performance management process and will be determined objectively, taking into account the needs of the business and available resources.

Selection for promotion will be based on objective criteria and decisions will be made on the basis of merit.

## **Terms and conditions**

Our terms and conditions of service will be applied fairly and benefits and facilities will be made available to all staff who should have access to them, as appropriate.

NCBIS operates a pay and benefits system that is transparent, based on objective criteria and free from bias to ensure that all employees are rewarded fairly for their contribution.

Terms and conditions of employment for part-time employees will be provided on a pro-rata basis to full-time employees. Similarly the terms and conditions for fixed term employees will be comparable with those given to permanent employees, except when different treatment can be objectively justified. "Supply teaching" has its own published rate.

## **Employment policies and practices**

NCBIS aims to ensure that employment policies and practices, including any rules or requirements, do not directly or indirectly discriminate and are applied in a non-discriminatory manner. In particular we will ensure that all disciplinary decisions are fair and consistent according to Egyptian Labour law, and that any selection for redundancy is based on objective criteria.

NCBIS will consider making temporary but appropriate adjustments to the working environment or any work arrangements that would alleviate any substantial discomfort to staff suffering injury or bad health.

We will aim as far as reasonably practicable to accommodate the requirements of different religions and cultures and will consider requests from employees to vary or change their working hours to enable them to care for a dependant.

## **Working environment**

All individuals have a right to be treated with dignity and respect and NCBIS takes reasonable steps to protect staff from discrimination, bullying or harassment and, in the event of a complaint, we will take appropriate action to prevent, as far as possible, a further occurrence.

All staff are encouraged to report any incidents of inappropriate or unacceptable behaviour at work or that occurs during the course of employment, on or off premises, including at work social events (whether organised by NCBIS or not) or at formal or informal events involving staff, families or other work-related contacts.

NCBIS has a separate complaints Policy and procedure for dealing with complaints of harassment.

## **Equal Opportunities Monitoring**

NCBIS will monitor the effectiveness of this policy to ensure it is achieving its objectives.

As part of this process we monitor:

- the composition of job applicants and decisions in recruitment
- the composition of our workforce
- access to training, promotion and other opportunities and benefits
- the impact of our employment policies, including use of the disciplinary and grievance procedure
- dismissals and other terminations

Any Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

## **Raising a complaint of discrimination**

If you believe you have been discriminated against, you should raise the matter in accordance with NCBIS' Grievance Procedure. A copy of the Grievance Procedure can be found in the staff handbook. If you believe that you may have been subject to harassment you are encouraged to raise the matter with HR, or even take it to the Principal or ultimately Board (Board@ncbis.co.uk).

Any employee who is found to have committed an act of discrimination, or breached this policy in any other way, will be subject to action under the Disciplinary Procedure, with formal warnings according to Egyptian Law, and including dismissal in extreme cases. NCBIS also follows a whistle-blowing policy.

NCBIS will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination and will take appropriate action, disciplinary or otherwise, where necessary.

To be reviewed in April 2019, or sooner if necessary.