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Apex School of Dance  
Equal Opportunities Policy  
Version 1.0

### 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 those working at or applying to work at Apex School of Dance are treated fairly and equally, and supporting Apex School of Dance's objective of providing a working environment that is free from all forms of discrimination.

The policy applies to all staff within Apex School of Dance, including dance teachers, guest teachers, chaperones and helpers. All staff are expected to put this policy into practice. A copy of this policy will be distributed to all those working at Apex School of Dance and will be made available to other workers on their engagement. Job seekers and applicants will be sent a copy of the policy on request. In addition, all staff will receive briefing on this policy. Any questions about the policy should be directed to Alison Head. The policy is regularly reviewed and may be amended at any time.

### Policy Statement

Apex School of Dance is fully committed to providing equality in the workplace and all opportunities will be afforded to individuals fairly and irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation. We aim to create a working environment that is free from discrimination and harassment in any form, in which all staff and customers are treated with dignity and respect.

Apex School of Dance 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. Apex School of Dance respects an individual's right to choose whether or not to belong to a trade union and membership status will have no bearing on an applicant's suitability for employment or result in any detrimental treatment when working for the Company.

### Equal Opportunities Lead

Alison Head 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 or customers and to report any such behaviour of which they become aware to Alison Head. Alison Head is responsible for implementing the Equal Opportunities Policy and must apply the policy as part of their day-to-day management of Apex School of Dance. Alison Head has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant Codes of Practice. Alison Head will monitor the effectiveness of this policy to ensure it is achieving its objectives. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

## 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 Dance School Safeguarding Services 2021 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 there's a practice, policy or rule which applies to everyone in the same way, but it has a worse effect on some people than others. The Equality Act says it puts you at a particular disadvantage.

## Raising a Complaint of Discrimination

If you believe you have been discriminated against, you should raise the matter with Alison Head. 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, up to and including dismissal. Non-employees will be subject to appropriate formal action that may, depending on the circumstances, involve terminating any contract or agreement. Apex School of Dance will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination and will take appropriate action, disciplinary or otherwise, where necessary.

## Creating Equal Opportunities in the Workplace

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

- Recruitment and selection
- Career development and promotion
- Terms and conditions

## Employment Policies and Practices

Apex School of Dance 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 and that selection for redundancy is based on objective criteria. Apex School of Dance will consider making appropriate reasonable adjustments to the working environment or any work arrangements that would alleviate any substantial disadvantage these cause disabled staff. 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 we at Apex School of Dance shall take 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 Apex School of Dance or not) or at formal or informal events involving staff, customers or other work-related contacts.