Diversity and Equality Policy

To be read in conjunction with:
GDF Equal Opportunities policy
GDF Complaints policy

Policy Statement
At Graduately Developing Futures (GDF) we are committed to the ongoing development of a sustainable and profitable business. A key element of this is the development of a diverse workforce operating at all levels of the business. A positive attitude to diversity, equality and inclusion is part of our ethos.

We believe that it is important that the composition of our workforce is representative of the community in which we do business. We will rise to the challenge of making the company a place where diversity of background and thinking is both welcomed and valued.

Outcomes
The Senior Management Team of the company is fully committed to this Policy and through its implementation we will work towards our these equality objectives:

• **Respect for Everyone** - We are committed to treat people with respect and courtesy, no matter what their background or personal characteristics. This includes:

- All employees and workers
- All pupils and their families
- Trade contractors and their employees
- Our suppliers
- People in the communities and localities in which we operate; and
- Anyone else who has contact with the school

Everyone has the right to work with our school without fear of bullying, harassment and victimisation.

• **Open Recruitment** - All employment opportunities in the school are advertised in an open manner that is appropriate to the location and role requirements. Our aim is to ensure that the widest possible group of suitable applicants are aware of opportunities to work for the school. This will maximise our chances of recruiting the best possible applicants from all sections of the communities in which we operate. We will look to actively communicate potential employment opportunities to groups who are currently under-represented within the workforce.

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• **Recognition of Value of Diversity** – the school recognises that diversity is a positive attribute and understands and welcomes the differences and benefits that a diverse workforce brings.

• **Importance of Merit** - All selection and promotion decisions should be based on identifying the best possible candidate using fair, unbiased and objective criteria.

We should be a truly inclusive place to work for everyone. Everyone who works for the school will have an equal opportunity to make a contribution.

Equality of Opportunity
We are committed to providing equality of opportunity in all areas of employment and business. All employees at GDF Consultancy.com Limited are to be provided with equal opportunities to achieve their full potential, and are to be equally respected and valued. Please refer to the Equal Opportunities Policy.

At GDF Consultancy.com Limited we will adhere to all legislation and international agreements that are relevant to Diversity and Equality. This includes specific anti-discrimination legislation as well as general employment legislation.

Complaints
All complaints will be dealt with seriously, promptly and confidentially. Any employee who is found to unfairly discriminate against another employee or potential employee will be dealt with in accordance with the schools disciplinary procedure. In certain circumstances an offence of this nature may constitute gross misconduct, resulting in summary dismissal.

Monitoring
We will seek to improve the quality of data regarding diversity within our own workforce in order to ensure that we are meeting our goals to attract talent from all sections of the community. This data is kept securely and in confidence for all employees during their employment. Only authorised employees will have access to this information, which is not disclosed other than as required by law.

Responsibilities
This Diversity and Equality Policy is led by the schools Senior Management Team. The HR Director will be responsible for the implementation of the Policy and will formally review it at least once a year. As part of this Diversity and Equality policy every school employee has the following responsibility:

• Familiarise themselves with this policy and undertake any training provided by the school, focused on increasing their awareness of diversity, equality and inclusion
• To treat everyone with respect and courtesy, whether a colleague or external contact

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• To not make comments, or take actions, that could be perceived as discriminatory, harassing, victimising, bullying, or disrespectful even if they are not made with that intention. For example, banter with a colleague that is not seen by that colleague as unwelcome, but could be offensive to an observer.
• To respectfully challenge colleagues, and other people at work, whose behaviour could be seen as unwelcome or unacceptable, whether to themselves or to someone else.
• To co-operate with management in eliminating any discriminatory practices that may be identified at a department or operating unit level.
• To feel able to instigate a complaint under the schools grievance procedure, if an employee believes he or she has received less favourable treatment due to a personal characteristic.

In addition, any employee who has line management responsibility in the school must also identify and deal with any instances of unfair treatment within their areas of responsibility quickly and sensitively, in accordance with existing disciplinary procedures and notify their senior manager and HR Director.

Review
This policy will be reviewed on an annual basis as a minimum. Next review date 01.09.2027

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