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Staff Equal Opportunities Policy

Aims of this Policy

It is the responsibility of the management and its employees to establish and maintain equality of opportunity in employment. Special regard will be given in recruitment and selection, training, assessment and access to permanent employment. Discriminatory practices are unlawful and as such, appropriate action may be taken under the disciplinary procedures as set out in the schedule of the Training Depot Day Nursery Contract of Employment for all employees. The civil, political, social and human rights of individuals may be violated by various forms of inequality. A member of staff is employed because that person is considered to be the best person for the job.

Responsibilities

It is the responsibility of the management team to implement and explain the Equal Opportunities Policy to all the staff.

The Business Manager is responsible for carrying out staff training in the policy and the role staff play in equal opportunities. All new members of Staff will be provided with in-house training during the period of their induction and will receive refresher policy training once a year.

It is the responsibility of all participating at Training Depot Day Nursery including the management, employees, parents, children and students and volunteers, to help to eliminate gender or racial discrimination. Any acts of discrimination should be reported to the Director/Owner, Manager or Deputy manager in person as soon as possible. Management is responsible to treat and deal swiftly and effectively with regard to any reports of anti-discriminatory practice throughout the Nursery.

Reviewed Aug 21 by Mrs. Sandhya