



New Way Tuition

Staff Equality, Equity, Diversity and Inclusion Policy

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Statement of Intent

New Way Tuition is dedicated to fostering an inclusive environment where all staff and job applicants can thrive, free from discrimination or harassment, and where talent is recognised and rewarded on merit. We celebrate diversity and encourage all team members to be their authentic selves at work without fear of judgement. Our commitment to equality encompasses all protected characteristics as outlined in the **Equality Act 2010**, including age, disability, gender identity, marital status, race, religion, sex, and sexual orientation (see Appendix A for details).

Furthermore, we recognise and respect intersecting identities and work with our community to better understand the unique experiences of individuals who may belong to multiple minority groups.

This policy applies to everyone at all levels—from the Senior Leadership Team (SLT) to part-time staff, interns, volunteers, and agency workers.

Legal Framework

This policy aligns with:

- **Human Rights Act 1998**
- **Equality Act 2010**
- **Data Protection Act 2018** and **UK GDPR**
- **Protection from Harassment Act 1997**

Our practices also align with the **Public Sector Equality Duty (PSED)**, which requires:

- Eliminating unlawful discrimination, harassment, and victimisation.
- Advancing equality of opportunity between individuals with and without protected characteristics.
- Fostering positive relations between individuals with diverse backgrounds.

Core Principles

New Way Tuition commits to:

- Maintaining a workplace free from bullying, harassment, victimisation, and unlawful discrimination.
- Valuing the contributions and differences of all staff members.
- Providing regular training for staff on their rights and responsibilities under this policy.

This policy covers all employment processes, from recruitment to termination, ensuring non-discrimination in job postings, promotions, pay, benefits, and disciplinary procedures.

Serious violations—such as bullying or harassment—will be treated as misconduct, potentially leading to disciplinary action or dismissal. Sexual harassment may also have legal implications.

Roles and Responsibilities

- **Directors:**
 - Ensure policy effectiveness, compliance with discrimination laws, and annual review.
 - Monitor workforce diversity and assess policies to meet equality objectives.
- **SLT:**
 - Model appropriate behaviour, ensure fair opportunities, and foster staff development based on merit.
 - Adapt policies and practices as necessary to remain fair and legally compliant.
- **Line Managers:**
 - Complete training in equal opportunities and uphold best practices in recruitment and staff management.
- **All Staff:**
 - Conduct themselves in ways that prevent discrimination, harassment, and victimisation.
 - Recognise their own responsibilities, as well as the organisation's, in maintaining a respectful workplace.

Forms of Discrimination

Direct Discrimination: Treating someone less favourably due to a protected characteristic (e.g., rejecting an applicant based on race).

Indirect Discrimination: When a policy or practice unfairly disadvantages a group sharing a protected characteristic (e.g., requiring full-time work, which could disadvantage women with childcare responsibilities unless justified).

Harassment: Unwanted behaviour that undermines a person's dignity or creates an intimidating or offensive environment.

Victimisation: Treating someone unfairly because they have raised or supported a complaint about discrimination or harassment.

Recruitment and Selection

New Way Tuition is committed to ensuring that no job applicant suffers discrimination based on any of the protected characteristics. The recruitment processes will be regularly reviewed to confirm that individuals are assessed solely on relevant merits and skills. Job selection criteria will also be regularly reviewed to ensure they are job-related and proportionate.

- **Job Advertisements:** We strive to avoid stereotyping or language that might discourage individuals from applying. We aim to advertise roles in a manner that reaches a diverse pool of candidates.
- **Shortlisting and Interviewing:** Wherever possible, more than one person will participate in shortlisting applicants to ensure a fair selection process.
- **Health and Disability:** We will not ask about an applicant's health or disability until after a job offer has been made, with a few exceptions, including:
 - Determining if an applicant can perform essential job functions, subject to reasonable adjustments.
 - Understanding any reasonable adjustments needed for the interview or assessment process.
 - Taking positive action to employ disabled individuals.
 - Gathering equal opportunities monitoring data, which is separate from hiring decisions.

Right to Work: We are legally required to verify that all employees have the right to work in the UK. Assumptions about immigration status will not be made based on appearance or nationality. All prospective employees, regardless of nationality, must provide original documentation (e.g., a passport) before employment begins, per UK Border Agency requirements.

To ensure our recruitment process is inclusive and to monitor representation, we collect voluntary, anonymised data on applicants' ethnicity, gender, disability, sexual orientation, religion, and age. This information will not impact recruitment decisions but helps us assess and improve our equality and diversity practices.

Staff Training, Promotion, and Conditions of Service

- **Training and Development:** Staff training needs will be identified through regular appraisals, enabling all employees to access training that supports their development. Promotion decisions are based on merit alone.
- **Monitoring and Data Use:** We adopt good data practices to monitor and track the recruitment, retention, and progression of staff, using this data to support equality and diversity.
- **Workforce Monitoring:** We will review the workforce composition and promotion outcomes to ensure equality of opportunity across all levels of the organisation. Where necessary, we will take steps to identify and remove barriers to advancement, especially for underrepresented groups.
- **Conditions of Service:** Our terms of service, benefits, and facilities are regularly reviewed to ensure they promote equality for all.

Termination of Employment

New Way Tuition ensures that redundancy criteria and procedures are objective and free from discrimination. Disciplinary actions, including warnings, dismissals, or other actions, will be applied equitably and in line with the Disciplinary Policy and Procedure.

Disability Discrimination

We encourage staff members who have or acquire a disability to inform their line manager or the managing director so that we can provide suitable support.

Staff facing difficulties at work due to a disability are encouraged to discuss possible adjustments with their line manager or the head of HR. We may consult medical professionals to explore potential adjustments to facilitate a supportive work environment.

Part-Time, Zero-Hours, and Fixed-Term Employees and Agency Workers

- **Access to Benefits and Opportunities:** We monitor the conditions of part-time, zero-hours, and fixed-term staff to ensure fair access to benefits, training, and promotion.
- **Requests for Flexible Working:** Requests to alter working hours will be considered appropriately, supporting work-life balance and inclusivity.
- **Monitoring Progress:** We monitor the progress of part-time and agency workers to ensure fair access to permanent opportunities.

Breaches of This Policy

If a member of staff believes they have been discriminated against, they should raise the issue through the Grievance Policy. Concerns about harassment can be discussed with their line manager or the head of HR.

Allegations of policy breaches will be treated confidentially and investigated according to the relevant procedure. Staff who raise concerns in good faith will not face negative repercussions. However, false allegations made in bad faith will be addressed through the Disciplinary Policy.

Any staff member found to have committed discrimination or harassment may face disciplinary action, potentially resulting in summary dismissal for serious violations.

Monitoring and Review

This policy is reviewed annually by the head of HR and the governing board. The next scheduled review date is **6 January 2026**.

We will continue monitoring the effectiveness of this policy by reviewing job applicant demographics, as well as the benefits and career progression of our staff. Staff feedback on this policy is encouraged and can be directed to the head of HR.

Appendix A: Protected Characteristics Under the Equality Act 2010

- **Age:** Protects individuals of all ages. Differential treatment based on age is lawful only if it can be justified as a proportionate means of achieving a legitimate aim.
- **Disability:** Covers individuals with physical or mental impairments that have a substantial and long-term effect on their ability to perform daily activities.
- **Gender Identity/Reassignment:** Protects transgender individuals, whether or not they undergo medical procedures.
- **Marriage and Civil Partnership:** Protects individuals who are married or in a civil partnership; single individuals are not covered under this characteristic.
- **Pregnancy and Maternity:** Provides protection during pregnancy and statutory maternity leave.
- **Race:** Protects individuals from discrimination based on race, including colour, nationality, and ethnic or national origins.
- **Religion or Belief:** Covers any religion or lack thereof, as well as philosophical beliefs that significantly impact human behaviour.
- **Sex:** Protects individuals based on gender.
- **Sexual Orientation:** Protects individuals identifying as lesbian, gay, bisexual, or heterosexual.