



Maria Montessori Training Organisation
trading as
The Maria Montessori Institute

Equality and Diversity Policy (Institute)

1 Policy Statement

The Institute is committed to achieving equality of opportunity for all people who work and study at the Institute and recognises the requirements under the Equality Act 2010, together with associated codes of practice.

The Institute will not tolerate any form of behaviour or activity that discriminates without proper justification on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religious belief, ethnicity, age and unrelated criminal convictions.

The Institute seeks to employ staff and recruit students who reflect the diverse community at large, because we value the individual contributions of all people. We will treat all staff and students on our premises with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation. To this end, within the framework of the law and best personnel practice, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the international as well as local community.

No employee, job applicant, student or prospective student should be disadvantaged or treated less favourably because of conditions or requirements which cannot be justified and the Institute will seek to make reasonable adjustments to its arrangements and premises with a view to avoiding any substantial disadvantages for disabled people. Action will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, career management, career guidance and on the termination of employment or in the event of student dismissal, are based solely on objective and job/course related criteria.

2 Action to Implement Policy

It is the aim of the Institute to set an action plan containing explicit, measurable and achievable objectives and targets.



2.1 Responsibilities

Management, Staff and students have personal responsibility for the practical application of the policy, which extends to the treatment of staff, students and through their contractual agreements with the Institute.

The Executive Director has overall responsibility for the operation of this policy.

The Steering Committee will be responsible for ensuring that fair and adequate arrangements exist for both effectively handling and recording all aspects of the employment relationship, including recruitment and selection. The Executive Director will be responsible for the fair and adequate arrangements existing between students and course, and for the effective handling and recording of all aspects of this relationship.

The Executive Director has a responsibility to ensure the policy is carried through effectively, by giving active support to the policy and ensuring that staff members and students understand and implement the policy. The Executive Director should encourage staff and students to bring to her attention of any instances of discrimination, and ensure that all allegations are investigated with the assistance of the Steering Committee.

Disciplinary action will be taken against any staff or student who does not comply with these requirements.

2.2 Training

The responsibilities in relation to equal opportunities, will be positively incorporated into training at all levels.

The policy will be made available to all staff and students including new employees.

All job applicants shall receive an equal opportunities statement with the Job information package. New students will receive their copy of the statement during Orientation. Staff and students will be required to sign the Statement of the Equal Opportunities Policy and all signed statements will be kept on file.

The Steering Committee will examine and review existing procedures for recruitment, selection, promotion and training.



2.3 Monitoring

The effectiveness of the employment and recruitment policies and practices of the Training Organisation will be monitored on a regular basis. In particular, records of the sex, marital status, age, nationality, ethnic origin and disablement of staff, students, job applicants and prospective students, should be kept. Any monitoring will be in compliance with the Data Protection Act 1998.

If the monitoring process indicates possible areas where discrimination, harassment, victimisation may be occurring, appropriate action will be taken.

The operation of this policy will be reviewed annually with staff to ensure that it is working properly.

Signature

Print Name

Date