



ST. JOSEPH'S COLLEGE
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Equal Opportunities Policy for Staff

Policy Owner Head	Associated documents	Legal Framework Equality Act 2010
Review by SLT	Review frequency Annual	Next Reviewed date September 2026



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Equal Opportunities Policy for Staff

St Joseph's College is an equal opportunities employer. We are committed to fostering a diverse and inclusive working environment where all staff are treated fairly and with respect. Our aim is to attract, develop, and retain the best talent by ensuring that recruitment, promotion, training, and employment practices are free from discrimination and bias.

We regularly review our policies and procedures to ensure compliance with legislation and best practice, and to prevent disadvantage based on any Protected Characteristic, including:

- Sex,
- Race,
- Ethnicity,
- Religion or belief,
- Linguistic background,
- Disability,
- Sexual orientation,
- Gender identity,
- Pregnancy and maternity,
- Special Educational Needs (SEN),
- Cultural or social background.

No employee will be treated unfairly or unlawfully on the basis of a Protected Characteristic, whether they possess the characteristic, are perceived to possess it, or are associated with someone who does. This commitment applies across all areas of employment, including but not limited to:

- Recruitment and selection
- Promotion, transfer, and training opportunities
- Benefits, terms, and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment, including redundancies
- Conduct at work
- Fair and equitable treatment in relation to the admission and assessment of students

Scope

This policy applies to all staff - teaching and non-teaching - whether full-time, part-time, temporary, permanent, contract workers, or volunteers. It also extends to interactions with pupils, alumni, parents, visitors, suppliers, and prospective and/or former staff.



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Catholic Ethos and Genuine Occupational Requirements

As a Catholic school, St Joseph's College may apply religious criteria when recruiting or dismissing teaching staff, where there is a genuine occupational requirement.

Preference may be given to individuals who:

- Share the religious beliefs of the Catholic Church
- Attend worship in accordance with Catholic tenets
- Are willing to deliver religious education in line with Catholic teachings

Dismissals may also be considered in cases of conduct incompatible with the ethos of the Catholic Church.

Implementation

The College, with the support of staff, will:

- Remove barriers to equality of opportunity
- Advertise vacancies fairly and ensure job criteria are appropriate
- Investigate complaints of discrimination or harassment promptly and thoroughly
- Provide training and guidance on this policy
- Monitor staff composition and recruitment outcomes
- Review procedures to ensure they are non-discriminatory
- Use inclusive language in all communications

Recruitment and Selection

Our recruitment process is based on merit, fairness, and transparency. We aim to match candidates' skills, experience, and potential with the requirements of the role.

Selection criteria include (but are not limited to):

- Capability to perform the role
- Ability to work collaboratively and adapt
- Potential for development

All applicants are treated courteously and efficiently. Skills and psychometric tests may be used, administered by trained professionals. Appointments are subject to satisfactory references, DBS checks, medical clearance, and/or completion of a probationary period.

Disability and Reasonable Adjustments

We encourage staff and applicants to disclose any disabilities so that appropriate support can be provided. Reasonable adjustments will be made to recruitment processes, working arrangements to ensure equal access and opportunity.

The College will make such adjustments to work arrangements or College premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job



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redesign, flexible hours. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

Staff experiencing difficulties due to a disability should speak with their Head of Department or the Bursar. Adjustments will be considered in consultation with medical professionals where necessary and reviewed periodically for effectiveness.

Dignity at Work

St Joseph's College is committed to maintaining a workplace free from discrimination, harassment, and bullying. All staff are expected to treat one another with respect and uphold the dignity of their colleagues.

Harassment includes any unwanted conduct related to a Protected Characteristic or personal trait that violates an individual's dignity or creates a hostile environment.

This includes (but is not limited to):

- Offensive jokes, comments, or gestures
- Unwanted physical contact
- Exclusion, intimidation, or persistent criticism
- Sharing inappropriate images or content
- Sexual harassment (in person or online)
- Sexual assault

A single incident can amount to harassment if sufficiently grave. It can happen in person or online e.g. via email, direct messaging or social media. It may be directed towards an individual or a group.

Such behaviour is unacceptable and may lead to disciplinary action, including dismissal.

Procedure for Complaints

If you believe you have experienced harassment or discrimination: You may attempt to resolve the issue informally.

If informal resolution is not appropriate or unsuccessful you may raise a formal grievance as outlined in the Staff Handbook.

All complaints will be handled sensitively and confidentially. The College will ensure that complainants are not penalised and will monitor the situation to prevent recurrence. Retaliation against complainants will result in disciplinary action.

Equally, any allegation found to be false or malicious will be treated as a disciplinary offence.