

**Equal Opportunities and Diversity Policy**

**Introduction**

CJ's Dance and Fitness believes unfair treatment is morally wrong, unlawful and bad business practice. This Equal Opportunities and Diversity Policy not only aims to satisfy legal obligation but go beyond this to ensure the best possible practice is attained.

**Policy statement**

The Policies apply to everyone who works for, or attends CJ's Dance and Fitness; this includes external examiners, freelance workers and contractors. Members of the public will also be encouraged to follow the principles of equality.

CJ's Dance and Fitness aspires to ensure equal opportunities for all, this includes current/potential employees, current/potential students, contractors and customers.

CJ's Dance and Fitness is fully committed to eliminating discrimination and strives to promote diversity. Prejudice and harassment are not endured for the enhancement of performance and achievement.

**Definition of Discrimination**

Direct discrimination involves treating someone less favourably because of a group, class, or category to which that person belongs, rather than on individual merit. This includes ones sex, age, race, religion, family status, national origin, military status and disability.

**Legislation**

It is the aim of CJ's Dance and Fitness to comply with the legal requirements of the:

- Equality Act 2010

**Meeting Policy Objectives**

Responsibility for the prevention and elimination of unfair treatment lies with all that work and attend CJ's Dance and Fitness. The success of the policy will depend on the efforts of those who implement it.

Employees have the role of assisting the elimination of unfair treatment and promoting equal opportunities to produce the best possible environment. Employees can ensure appropriate standards of conduct are maintained by:

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- Making clear to others that they find certain behaviour unacceptable.
- Supporting colleagues and customers who suffer such treatment.
- Being aware of the impact their own behaviour can cause.
- Being open minded to people's differences.

Students have the responsibility as individuals and as representatives of the school to practice and promote equal opportunities by:

- Treating staff and peers with respect.
- Showing awareness of the needs and concerns of others, relating to equal opportunities.
- Leading by example

**Monitoring**

The school's principal has overall responsibility for the implementation, monitoring and development of the Equal Opportunities and Diversity Policy.

The Principals role is to:

- Monitor the effectiveness and validity of the policy, ensuring the policy conforms with amendments to legislation.
- To ensure that staff are fully aware of and understand the policy.
- Communicate with employees on the implementation of the policy.
- The principal will convene annual confidential meetings to review grievances and disciplinaries, providing clear comprehensive advice on the correct procedure to pursue.
- Respond appropriately to any employee or customer complaints about unfair treatment.
- Ensure that no repetition or victimisation occurs after a complaint has been resolved.
- Encourage and support all staff in further training

All employees are required to comply with the Equal Opportunities and Diversity Policy; Failure to do so may result in disciplinary action.

**Arrangements for publicising the policy**

Copies of the Equal Opportunities and Diversity Policy will be given to all new employees. Further copies for existing staff will be available on the website. Copies will also be available in the school's waiting area for visitors and students.

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**Complaints and failure to adhere to the policy**

Any complaints regarding failure of CJ's Dance and Fitness to comply with this policy will be treated seriously. Anyone who wishes to make a complaint should do so by using CJ's Dance and Fitness Complaints Procedure, available on the website or in the school's waiting area.

**Review**

The Equal Opportunities and Diversity Policy will be reviewed annually by the school's principal.

**Signature**

**Principal**