



Promoting Equality in African Schools (PEAS)

Equal Opportunities Policy

1. Statement of policy

The aim of this policy is to communicate the commitment of the Chief Executive, Board of Trustees and senior management team to the promotion of equality of opportunity in Promoting Equality in African Schools (PEAS).

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age
- Socio – economic background

We oppose all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Our equal opportunities policy aims to help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

2. To whom does the policy apply?

This equal opportunities policy applies to all Trustees, employees, contractors and volunteers who work for, or who apply to work for PEAS.

3. Equality commitments

We are committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious working environment in which all persons are treated with respect.



- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

4. Implementation

In the UK, the CEO, and in PEAS Country Offices, the Country Directors, have specific responsibility for the effective implementation of this policy. Each manager also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy, we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers).
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Provide equality training and guidance as appropriate, including during induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion are trained in non-discriminatory selection techniques.
- Incorporate equal opportunities notices into general communications practices (e.g. staff newsletters, intranet).
- Obtain commitments from other persons or organisation such as subcontractors or agencies to comply with this policy in their dealings with our organisation and our workforce.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

5. Monitoring and review



We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance.

6. Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures such as HR Manuals and the Adult Safeguarding Policy. A copy of these procedures are available from the CEO in the UK, the People & Culture teams in PEAS Country Offices. All complaints of discrimination will be dealt with seriously, promptly and confidentially. In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

In the UK:

- Sex Discrimination Act 1975, as amended
- Disability Discrimination Act 1995, as amended
- Equality Act 2006
- Race Relations Act 1976, as amended
- Employment Equality (Age) Regulations 2006
- Equal Pay Act 1970, as amended

In Uganda

- Equal Opportunities Act 2007

In Zambia

- The Gender Equality and Equality Bill, 2015

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first. Every effort will be made to ensure that employees who make complaints will not be victimised. Victimisation will result in disciplinary action and may warrant dismissal.