

DIVERSITY AND EQUITY POLICY

For school year 2018-2019
Date of approval: 18.05.2018

1. Purpose

- to ensure that all the members of the Avenor community are treated equitably and with respect;
- to reduce bias and prejudice;
- to develop guidelines that actively counteract bias or prejudice;
- to promote inclusive practices;
- to encourage all the members of the Avenor community to communicate respectfully and fairly;
- to discourage comparisons between the members of the Avenor community, irrespective of any declared reason.

2. Legislation

The present policy has been designed in accordance with the following relevant Romanian legislative documents:

- No. 137/31.08.2000 Government Ordinance (republished) regarding the prevention and sanction of all forms of discrimination;
- Article no. 1.349 from the Romanian Civil Code related to the sanctions applicable for any forms of discrimination;
- Article no. 369 from the Romanian Penal Code regarding instigation to hate crimes or discrimination;
- Articles no. 5, 6 and 159 from the Romanian Labour Code related to equality and non-discrimination at the workplace;
- Law no. 202/2002 regulating equal opportunities for women and men.

Moreover, this policy is closely linked with other policies from the Avenor 'Wellbeing: A Multi-disciplinary approach', as well as other documents that state the Avenor internal regulations, such as:

- The Behaviour Policy;

- The Child Protection Policy;
- The PSHE Policy;
- The Anti-Bullying Policy;
- The Safer Recruitment Policy;
- The Health and Safety Policy;
- The Complaints Policy;
- The Admission Policy;
- The Staff Code of Conduct;
- The Staff Handbook;
- The Parent Handbook;
- The Avenor Mission and Vision.

3. Rationale

This policy has been created from the necessity of setting a theoretical and a practical framework that promotes the wellbeing of all the members of the Avenor community, irrespective of their age, gender, sex, sexual orientation, socio-economic background, marital status, race, religion and/or belief, physical appearance, medical conditions, pregnancy or maternity, political views, and other individual characteristics that make each of us a unique member of this educational community.

We acknowledge the fact that age, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation are protected characteristics under the 'Equality Act 2010'.

At Avenor, all of us have the right to be treated with respect, to have equal chances of learning and development and to be protected in a formal manner from any form of internal or external discrimination. Furthermore, we, as reasonable individuals, understand that each member of our community has the right to privacy and that engaging in rumour spreading, asking uncomfortable questions without the permission of the respondent or shaming with reference to individual characteristics constitute to acts of discrimination and will be sanctioned accordingly by the relevant management bodies.

4. Avenor's Commitment

Every member of the Avenor community is entitled to a working, learning and development environment that promotes dignity, equality and respect.

Avenor will not tolerate any acts of unlawful discrimination (including harassment) committed against an employee, contractor, job applicant, student, family or visitor because of a protected characteristic, such as sex, gender, marital status, pregnancy and maternity, race (including ethnic origin, colour, nationality and national origin), medical condition, sexual orientation, religion, belief, and age.

Discrimination of employees on the basis of work pattern (part-time working, fixed-term contract, flexible working) which is unjustifiable will also not be tolerated. At Avenor, every member of staff and student body will be encouraged to develop and fulfil their skills and benefit

from training, development and progression opportunities in order to co-create their best possible futures.

Selection for employment, promotion, training, or any other benefits will be made available on the basis of aptitude and ability. No form of intimidation, bullying or harassment will be tolerated. In addition to that, the admission of students and allocation on age groups will be done in accordance with the relevant Avenor policies and procedures, avoiding all forms of prejudice, bias and discrimination.

5. Glossary

Diversity = ways in which people and groups of people are both alike and different.

Equal Opportunities = refers to everyone having equal access to opportunities at work and in study.

Equity = the creation of opportunities for equal access and success in Avenor for all students and their families.

Unlawful Behaviour = unlawful discrimination, unlawful harassment, victimisation, vilification, and unlawful adverse action.

Unlawful Discrimination = occurs when a person, or a group of people, is treated less favourably than another person or group on the basis of individual characteristics as determined by the national legislation.

Unlawful Harassment = When a person is made to feel intimidated, insulted or humiliated on the basis of certain individual characteristics as determined by the national legislation.

Victimisation = The less favourable treatment of a person or persons for their participation in making, supporting or resolving a complaint of discrimination, harassment or vilification, whether that participation was actual, intended or presumed. This includes a person or persons who have agreed to be witnesses in relation to a complaint.

Vilification = A public act that could incite others to hate, have serious contempt for, or severely ridicule a person or a group of people on the basis of certain individual characteristics as determined by the national legislation.

6. Practices and strategies

a. Students and their families

A transparent admission process implemented in accordance with the relevant policy and procedure;

The unhindered access to all the Avenor specific educational facilities for all its students and families, depending on the type of programme chosen and other objective criteria;

Learning about diversity all throughout the educational year in different curricular and co-curricular activities and projects;

The implementation of school events that involve the entire Avenor community and promote diversity, inclusion and equal opportunities (e.g. Cultural Celebration Day, Respect Week, Career Day/Week).

b. Staff and volunteers

A safe and equitable recruitment process;

A transparent process of appraisal or performance management;

Access to general educational trainings, as well as CPD sessions that are specific for the area of expertise of the professional;

The access to support groups and individual counselling sessions;

A diversity training that enables all staff members to improve their planning and teaching of diversity lessons;

The implementation of team building activities for all staff, irrespective of their working patterns.

c. Managers and coordinators

A transparent and equitable process of selection and promotion for coordination and management positions;

Access to general educational trainings, as well as CPD sessions that are specific for the area of expertise for the management and coordination spectrum;

The staff recruitment process will focus on promoting diversity on a wider range of job application websites;

The access to support groups and individual counselling sessions.

7. Actions

- Avenor will take all reasonable steps to actively promote an environment in which the diversity of its staff, students and wider community members is valued and where people can reach their full potential without fear of being discriminated against, bullied or harassed, either on the basis of an attribute protected under anti-discrimination legislation or some other attribute irrelevant to their role within the Avenor community;

- Avenor will systematically review its policies, procedures and guidelines to ensure they are consistent with and reflect the principles of equity and social justice. It will remove barriers to full participation in employment or education, making reasonable adjustments for its staff, students and visitors as necessary, and undertake consultation with those most affected by its decisions;

- While all members of the Avenor community have a role to play in the implementation of this policy, the Head of School, the Director of Learning, Human Resources Department and the PSHE Coordinator are specifically tasked with promotion of this policy and ensuring staff and students

respectively, are aware of their rights and obligations and are encouraged to access complaints procedures in the event they believe there has been a breach of this policy;

- Avenor will regularly review and update its complaints resolution procedures to ensure they reflect leading practice, and will widely promote these to all members of the Avenor community. Training and appropriate support will be provided to managers and coordinators in the administration of these procedures;

- The pedagogical principles of universal design will be considered and incorporated as appropriate in order to enhance the quality of the student experience by catering for the diversity of students and the range of learning styles, and by ensuring the teaching and learning experience is inclusive of cultural, social and gender diversity.

8. Responsibilities

What?	Who?
Ensuring accountability of senior staff members in implementing the policy	Head of School & Director of Learning
Implementing the policy at a whole school level	All the members of the Avenor community
Monitoring and reporting to the Head of School	Level Coordinators & Club Coordinators
Student and family complaints resolution policies and procedures	Form Tutors and/or Counsellors for students and Office Managers for families in consultation with the relevant parties
Staff complaints resolution policies and procedures	Office Managers in consultation with the relevant parties

Policy review

The present policy will be placed under review in August 2019.