

1 Equal Opportunities Policy

- 1.1 Scandinavian Skincare Academy is committed to an employment and enrolment policy open to all who are eligible. We are also committed to combating all forms of discriminatory treatment which may disadvantage people, for example on the grounds of race, colour, ethnic origin, religious belief, sex, sexuality, age or disability.
- 1.2 It is our intention to develop and foster curriculum policies that will ensure that all delegates have appropriate study and careers guidance, and to recommend any special counselling, guidance or support needs.
- 1.3 The Academy will also have active staff development programmes to ensure that teaching and support staff at all levels are able to meet the diverse curricular of delegates. Equally, the Staff Development Policy and Programmes will be based on the Equal Opportunity principles so that all staff are encouraged and helped to achieve a full understanding of the implications and importance of this aspect of their work.
- 1.4 Racial and sexual equality and harmony will be actively promoted, both by Staff Development and Institutional policies, so that all hindrances to staff or delegate recruitment, enrolment and performance that stem from racist or sexist or other discriminatory attitudes will be progressively combated. Such an ethos and practice will extend into all aspects of academy life.
- 1.5 In order to monitor the effectiveness of the policy and follow any changes in the level of attainment, the academy will maintain staff and delegate records which will show ethnic origins, sex, age and disabilities.

2 Equal Opportunities Code of Practice

2.1 ENROLMENT POLICY

- 2.1.1 Recruitment for all courses and programmes for which applicants are eligible is to be carried out regardless of race, colour, ethnic origin, religious belief, sex, sexuality, age or disability. Only academic criteria which can be justified will be used as determinants for course entry.
- 2.1.2 There will be regular reviews to ensure that selection criteria and procedures are fair and are not indirectly fostering discrimination because of an unconscious cultural. Sexual or other bias.

2.2 EMPLOYMENT AND PROMOTION POLICY

- 2.2.1 Recruitment for all positions within the academy will be carried out in a manner which accords with an equal opportunities approach.

2.2.2 Short listing and interviewing procedures will ensure that the selection criteria being employed are fair to the requirements of the post.

2.2.3 In order to monitor the effectiveness of this policy, an 'appointments register' will be maintained for each post. This register will record the reasons for appointing the successful candidates, plus data on ethnic origin, age and sex for all candidates. The registers will be used if required by the Equal Opportunities Officer for monitoring purposes and to produce annual statistics for review.

2.3 **CURRICULUM POLICY**

2.3.1 The curriculum support team and Academy Staff Development Co-ordinator will provide appropriate support for the curriculum needs of disadvantaged groups.

2.3.2 These curricular policies will be an integral part of the academy's work.

2.4 **STAFF DEVELOPMENT POLICY**

2.4.1 It is the academy's intention to encourage behavioural and attitudinal changes, the adoption of teaching styles and techniques and working practices which take account of the needs of individuals in a non-discriminatory way.

2.4.2 Appropriate staff will be encouraged to research any special language difficulties and promote staff training and curriculum development which will address the needs of bilingual delegates.

2.5 **ADDRESSING DISCRIMINATION**

2.5.1 The academy is committed to developing employment and enrolment policies where ability to perform and benefit are the only selection criterion to be used. The highlighting of the implications of this commitment will be included in the staff development programme.

2.5.2 The academy is committed to maintaining an environment free from harassment, intimidation or offensive behaviour in any form, verbal or non-verbal.

Academy Procedure

If you, as a delegate or member of staff suffer harassment, you are advised:

- a) if you feel able, to tell the harasser to stop;
- b) confide in a friend if it will help;
- c) contact a member of staff who can help you. The Equal Opportunities Officer or the Delegate Liaison Officer are available for informal, confidential consultations;
- d) use the established grievance procedure if you wish to make a complaint;
- e) if the normal procedures have failed to produce a satisfactory outcome, a direct approach may be made to the Principal who carries the responsibility for equal opportunities.

2.5.3 The academy's established disciplinary procedures will be used, where necessary, in cases of discrimination or harassment affecting staff or delegates. Racial and sexual harassment are unlawful and may become the subject of legal proceedings. Writing offensive graffiti is a criminal offence. Offenders are liable to prosecution and expulsion.

2.6 **MONITORING**

2.6.1 The Principal will be designated as the senior member of staff responsible for the promotion and monitoring of equal opportunities.

2.6.2 The Principal and Senior Managers will be assisted by the Academy Equal Opportunities Officer. The Officer will initially be appointed from the teaching or support staff for a period of three years. The duties of the post will lead to some reduction in the normal workload or teaching programme of the person appointed.

2.6.3 The committee will provide a forum for discussion and will provide practical support for the development and implementation of the equal opportunities policy and code of practice within the Academy.

2.6.4 All staff will be provided with a copy of the Code.

2.6.5 Delegate enrolment forms, delegate and staff application forms (the latter under separate cover) will include questions relating to ethnic origin, sex, age and disability.

2.6.6 HMI will be invited to review the implementation of the code.

If you have any problems or queries about equal opportunities in the academy, you can contact Else Karin Simonsen, Equal Opportunities Officer.