

## EQUAL OPPORTUNITIES POLICY

We demand that our staff and learners, both adult and children, attending any of our programmes at any of our venues or in the home value and respect the different racial origins, religions, cultures and languages in a multi-racial society so that every child, adult and staff member is valued as an individual without racial or gender stereotyping.

Children from a very young age are aware of different races (colour, nationality, ethnicity) and cultures, including religion and languages, and will be capable of assigning different values to them. The same applies to gender and making distinctions between male and female roles. It is important that all members of staff are aware of this and that we provide the opportunities for children to develop positive attitudes, through your relations with them and with other adults.

We are an equal opportunities employer and aim to employ staff and management from all backgrounds, religions, cultures, gender and race. At the core of our mission is the belief that learning languages helps break down barriers and will provide today's children, and older learners, with the opportunity to comfortably live, study and work with those they share the planet with now and in the future.

Our programmes recognise that a person's right to freedom from discrimination includes the opportunity to work or study in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operations of the language programme. Harassment can create an intimidating, hostile, and offensive working environment and may unreasonably interfere with an individual's work performance, which could adversely affect an individual's employment opportunity.

Harassment includes all unwelcome advances, written or verbal innuendoes, threats, insults, or disparaging remarks that are offensive to a person associated with or involved in one of our learning programmes. This includes remarks concerning a person's gender, national origin, race, creed, colour, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religion/faith. Examples include verbal harassment (epithets, derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.), sexual harassment (unwelcome sexual advances, requests for sexual favours and conduct of a sexual nature etc.) and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc).



If our staff do not adhere to this policy it will result in disciplinary action. If the Equal Opportunities Policy is not followed by a child on one of our programmes we would request a discussion with his or her parents or guardian to highlight the problem. If it is the case of an adult learner this will be addressed with them. If the behaviour continued the learner would be asked to leave the programme as stated in our terms and conditions.

Any employee who has a concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their line manager or the most senior member of staff available. Any individual, who is found to have harassed another individual, will be subject to discipline. Persons that have been exposed to harassment are encouraged to report the harassment to an appropriate supervisor. Supervisors that become aware of unlawful harassment or inappropriate behaviour must report the incident to their line manager or company director.

