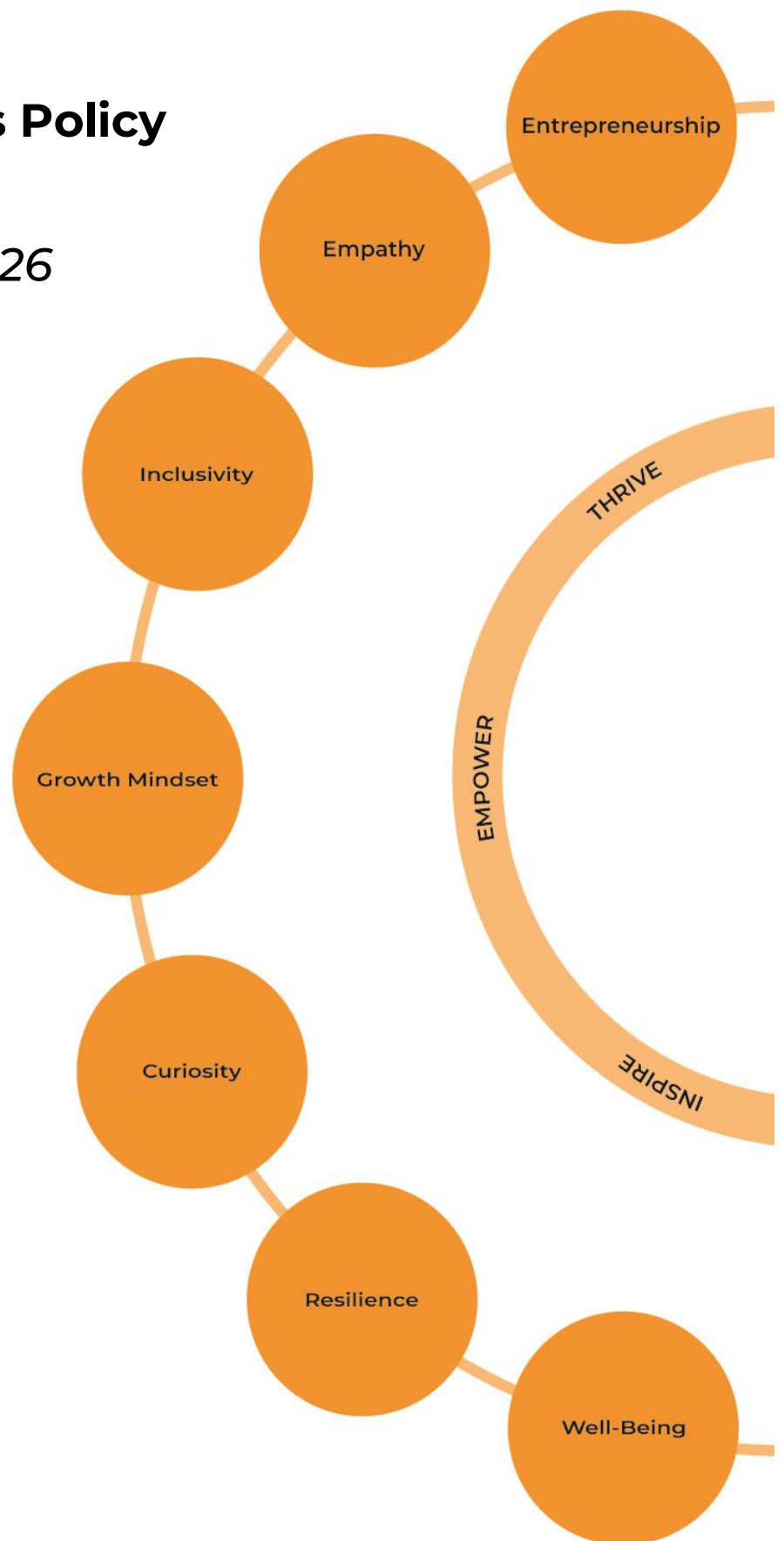




# Equal Opportunities Policy

2025 - 2026



## **Equal Opportunities Policy**

### **Purpose of the policy**

The purpose of this policy is to establish a clear framework for promoting equality, diversity, and inclusion within Citizens School. The school is committed to creating an environment where all individuals are respected, valued, and supported to achieve their full potential, in compliance with UAE Labour Law and cultural norms.

### **Scope of the Policy**

This policy applies to:

- All staff, including teaching and non-teaching employees.
- Governors and volunteers.
- Third-party providers, contractors, and agencies working with the school.
- Recruitment and employment practices at Citizens School.

### **Principles**

Citizens School is committed to:

- Treating all individuals with fairness, dignity, and respect.
- Providing equal opportunities in recruitment, training, promotion, and all employment terms.
- Preventing discrimination, harassment, and victimisation based on characteristics protected under UAE Labour Law, including gender, race, colour, religion, national or social origin, and disability.
- Promoting a diverse and inclusive workplace where all staff and learners can thrive.

### **Recruitment Practices**

#### **1. Bias-Free Processes:**

- a. All recruitment decisions will be based on merit, qualifications, and suitability for the role.
- b. Job advertisements will include a commitment to diversity, equity, and inclusion, in line with UAE Labour Law.

#### **2. Inclusive Interviews:**

- a. Interview panels will be trained to ensure fairness and objectivity.
- b. Reasonable adjustments will be made for candidates with disabilities in compliance with UAE laws.

#### **3. Monitoring and Reporting:**

- a. Recruitment and employment data will be reviewed to ensure fair representation and equitable practices.
- b. Reports will inform strategies to promote fairness and inclusivity.



## Staff Development and Training

### 1. Ongoing Training:

- a. Staff involved in recruitment and employment decisions will receive training on equality principles and legal obligations under UAE Labour Law.
- b. Workshops on cultural sensitivity and inclusive practices will be provided.

### 2. Career Development:

- a. All staff will have fair access to opportunities for professional growth.
- b. Barriers to progression will be identified and addressed.

## Complaints and Accountability

### 1. Raising Concerns:

- a. Staff can report concerns of discrimination or unfair treatment through the school's complaints process.

### 2. Investigations:

- a. All complaints will be investigated promptly and fairly, ensuring confidentiality and transparency.

### 3. Policy Breaches:

- a. Breaches of this policy will result in appropriate action, including disciplinary measures where necessary.

## Monitoring and Review

This policy will be reviewed annually to ensure its effectiveness and compliance with UAE laws. Reviews will consider:

- Feedback from staff and stakeholders.
- Updates to UAE legal frameworks.
- Recruitment and employment data analysis.

## Acknowledgement of Receipt and Responsibility for Understanding

I acknowledge that I have received and reviewed the Equal Opportunities Policy and that I am responsible for reading and understanding the contents of the policy.



Signed

David Lees, Principal

Review Date: August 2015