

<i>Document No:</i>	
Subject:	<b>ACT – EQUALITY &amp; DIVERSITY POLICY</b>
Approval Authority:	Provost
Review:	Annually
Effective:	Fall 2015
Last Approval:	Fall 2018

Anatolia College | Anatolia High School | Anatolia Elementary School

17 V. Sevenidi Str., P.O. Box 21021, 555 35 Pylea, Thessaloniki, Greece  
T +30 2310 398398E admissions@act.edu  
www.act.edu



## Equality and Diversity Policy and Procedure

Anatolia College is committed to providing an environment that is free of unlawful or unjustifiable discrimination and disadvantage, and treats all job applicants and employees fairly and equally, regardless of their sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, color, nationality, national origins, ethnic origin or disability.

The aim of this policy is to ensure Anatolia has a workforce that reflects the diversity, equality of opportunity and good relations within our local communities. Anatolia is committed to achieving diversity by ensuring that we:

- Employ the right people to deliver a high quality service based on equality of opportunity;
- Ensure employees are able to contribute a diverse range of skills and experience to the Anatolia Community and realize their full potential and performance;
- Ensure that all faculty and staff receive appropriate and relevant continuous development;
- Encourage a culture where prejudice and discrimination are not tolerated;
- Break down barriers that lead to potential discrimination and nurture cooperation and respect;
- Ensure that all reasonable adjustments are made to ensure equality of opportunity and celebrate diversity;

Furthermore, Anatolia College is committed to promoting equality of opportunity and prevents unlawful or unjustifiable discrimination. Through this policy and procedure and the training and development of faculty and staff, the organization will do all it can to promote good practice in this area in order to reduce the likelihood of discrimination or harassment occurring. We are committed to follow the guidance within the Commission for Race Equality's Code of Practice for Employment. We will comply with the relevant legislation relating to equality and diversity including, but not limited to, EU Employment Laws and Directives 2003 as amended in 2010 and EU strategy for Corporate Social Responsibility (CSR), Race Relations Act 1976, Equal Pay Act 1970, and the Sex Discrimination Act 1975, and any subsequent amendments.

Our employment and training policies and practices will reflect our objectives to eliminate discrimination, promote equality of opportunity, and promote good relations between all employees. We recognize that our employees are keys in promoting the Policy and we will work to ensure that no employee or applicant will be disadvantaged on the grounds of their gender, age, race, ethnic origin, nationality, disability, religious and political beliefs, sexual orientation, transsexual or transgender issues, by conditions or requirements which cannot be shown to be justifiable, in the following key areas:

**Age** – Discrimination on the grounds of age that is not justifiable is likely to be to the detriment of the College as it will not benefit from the talent and experience that people of diverse age groups can contribute. We will not make assumptions about commitment, motivation, maturity or suitability on the basis of age. We will respect people of all ages and eliminate unjustified age-related criteria from all aspects of employment, development opportunities and learning.



**Disability** – Anatolia College will endeavor to accommodate, where justifiable and reasonable, any prospective employees who declare a disability. We will enable employees who develop a disability during their employment to remain in employment wherever possible.

**Race Equality** – Anatolia College is fully committed to eliminating discrimination, prejudice and intolerance on grounds of race or ethnic background. We will ensure, as far as is reasonably possible, that any perceived or actual barriers that prevent people from ethnic minority backgrounds joining the College and achieving their full potential are identified and addressed.

**Religious Beliefs** – Anatolia College will make all reasonable efforts to accommodate the religious needs of all our employees so far as is reasonably practicable, taking account of the circumstances and the operational requirements and efficiency of the College. No person will receive less favorable treatment on the grounds of their faith or religious belief.

**Sex Discrimination** – Anatolia College will remove barriers that prevent anyone from realizing their career potential. In addition, we are committed to developing and maintaining the good practices that encourage both women and men to adapt to their working environment.

**Sexual Orientation** – Anatolia College believes that no-one should be discriminated against on grounds of their sexual orientation and this will be reflected in our recruitment, training and employment practices. We wish to encourage an environment where people feel safe to disclose their sexual orientation, although we respect the fact that the decision to disclose sexual orientation to others is ultimately a personal one.

**Bullying and Harassment** – Anatolia College believes that every employee has the right to be treated with dignity and respect as an individual within an environment that supports them. Bullying is defined as “offensive, intimidating, malicious or insulting behavior and the misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient”. Harassment is defined as “unwanted conduct that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them”. Additionally, all employees should report any unlawful harassment as it is defined in 603 “Sexual and Other Unlawful Harassment” Policy of Anatolia College employee handbook. We seek to eliminate bullying, harassment and any subsequent victimization by encouraging employees to report and incidents, either informally or formally to the Human Resources Office. All employees, and particularly those with supervisory and managerial responsibilities, have a duty to challenge and eliminate bullying and harassment and to ensure that no-one is subject to victimization in the workplace.

## Responsibilities

- The overall lead on equality and diversity is provided by the Anatolia College Administration.
- It is the responsibility of the HR Director to keep up to date with equality legislation, development and issues by attending relevant training and accessing information from appropriate sources. Additionally, the HR Director has overall responsibility for the effective delivery of this Policy.

Anatolia College | Anatolia High School | Anatolia Elementary School

17 V. Sevenidi Str., P.O. Box 21021, 555 35 Pylea, Thessaloniki, Greece  
T +30 2310 398398E [admissions@act.edu](mailto:admissions@act.edu)  
[www.act.edu](http://www.act.edu)



- All directors and managers are responsible for ensuring that the requirements of this Policy are implemented in full, e.g. in recruitment, pay, promotion and training opportunities, and that reviews of the practice within their departments and teams are carried out in relation to diversity and equality.
- All employees have a responsibility to adhere to this Policy, and may be disciplined if found to have acted in breach of it.
- All employees will undertake training in this Policy where required and will be expected to comply with this Policy and their duty to promote equality of opportunity and maintain respect for diversity at work.

## Raising a Complaint

Every employee has a duty to report instances regarding the unfair or negative treatment and acts of discrimination, either direct or indirect, by any other employees, either to themselves or to others. This can be achieved informally by speaking with, or writing to the relevant manager or director or a member of the HR Office. If, having raised a complaint, you feel that it has not been adequately resolved you can formalize your complaint by submitting a written report to the HR Office.

## Working Environment

All Anatolia employees are there to undertake their duties in an environment that should be free from discrimination and intimidation of any kind. We expect our employees to be treated with respect from our stakeholders and we will not tolerate our employees receiving less favorable treatment on any grounds. Should an employee suffer an act of discrimination by any stakeholder the College will investigate the matter and seek to take remedial action.

## Stakeholders and Non-Employees

Anatolia employees must never discriminate against a stakeholder or any other person with whom they may have contact with during the course of their duties.

## Equality and Diversity Statement for Students

Anatolia has no political, governmental or religious affiliation. Anatolia values a diverse college community. Anatolia does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, marital or parental status, age, or disability in the recruitment and admission of its students, in the administration of its educational policies and programs.

## Monitoring/Evaluation

This Policy will be regularly monitored and reviewed by the HR Director to identify and address any detriment in relation to the workforce. Anatolia College will arrange for regular monitoring of all job applicants to ensure the Policy is adhered to.

## Related Policies and Procedures

This policy is Anatolia's overarching policy statement on Equality and Diversity. All employment and training policies and procedures are developed to be consistent with the statements in this Policy. As such, all employment policies and procedures are related to this policy.

