

Business School of Commerce and Management

Abuja, Nigeria

“EQUAL OPPORTUNITY, DIVERSITY AND DISABILITY DISCRIMINATION POLICIES”

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EQUALITY ACT of 2010

The Equality Act 2010 prohibits discrimination in employment or in the provision of training and education on the grounds of any of the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Business School of Commerce and Management protect its staff and students in all aspects of the employment, education and/or training relationship, which includes: recruitment and selection, employment terms and conditions, promotion, transfers, access to benefits, appraisal/annual review, assessment of performance, dismissal and post-termination (such as providing references). Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

Policy Statement

- The aim of the policy is to ensure no student or staff is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- Business School of Commerce and Management will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
- The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
- The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.
- The policy generally applies to all the functions of the organisation but specifically covers; recruitment and selection, training and promotion and monitoring.

Recruitment and Selection

- The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and Principles of this policy.
- Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- Short listing and interviewing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

Training and Promotion

- Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
- All promotion will be in line with this policy.

Monitoring

Business School of Commerce and Management will maintain and review the employment records of all employees in order to monitor the progress of this policy.

- Monitoring may involve:-

- the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
 - the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - recording, recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
- The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and students.

DISABILITY DISCRIMINATION POLICY

In accordance with the Equality Act 2010, Centre for Skills and Professional Development observes the following Policy

Policy statement

‘A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’ (The duty to promote Disability Equality: Statutory Code of Practice, England and Wales, Disability Rights Commission 2005 paragraph 1.6)

"Private education providers and work-based learning providers are covered by this part of the Act. It is unlawful for these learning providers to make it impossible or unreasonably difficult for a disabled person to make use of the service"

Discrimination in any form is unlawful under the Equality Act 2010. Centre for Skills and Professional Development as private tuition and training provider ensures to provide equal opportunity and to eradicate, discourage and refuse discrimination in any form of disability, sex, religion, race, nationality, age, background etc.

Objectives

Business School of Commerce and Management promotes and value individuality of all its students by providing them every opportunity to achieve the best out of them and in accordance with Equality Act 2010. Centre for Skills and Professional Development is committed to promote such a culture and physical environment in which all the disabled students can fully participate and to achieve their full civil rights

Eynsford College's statutory duties:

- Providing disabled access to make sure an easy access for disabled people
- Arrangements of disabled toilets
- To make sure no disabled person is disadvantaged
- To make sure the health and safety of disabled students
- To make sure of removal any barrier which can exclude a disabled student from others

To make sure a disabled student can participate in Business School of Commerce and Management Out- of-College activities and College trips:

- To make sure the proper use of language which does not offend any disabled student

- To make sure a disabled student gets extra help, service and attention
- To promote respect and dignity for disabled people
- To make sure emotional support program for disabled students
- To encourage disabled students to lead a normal life
- To make sure adjustments and arrangements for disabled students on the basis of individual needs
- To review the provisions of facilities and services for disabled students on regular basis