



Equal Opportunities Statement

EyUp Coding Academy Applicants and Participants

1. Equal opportunities statement

EyUp Skills Limited ("**EyUp**") is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

2. About this policy

This policy sets out our approach to equal opportunities and the avoidance of discrimination in the workplace. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

Our Operations team is responsible for this policy and any necessary training on equal opportunities. **3. Discrimination**

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies whether you are attending EyUp's premises or otherwise participating in the programme elsewhere (including from home), and on programme-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- a) Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting an applicant because of their religious views or because they might be gay.
- b) Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

EyUp Skills Limited

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Registered office at 3rd Floor, Castle House, Angel Street, Sheffield, South Yorkshire, England, S3 8LN

c) Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.

d) Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

e) Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4. Recruitment and selection

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

5. Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

7. Breaches of this policy

We take a strict approach to breaches of this policy. Any applicant or participant who is found to have breached this policy will have their application discontinued or their place on the programme withdrawn without refund, as applicable. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter to your programme lead. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination.

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