



# **ATLANTIC HALL**

## **Equal Opportunity Policy**

**Effective Date: April, 2022**

**Objective:**

Our equal opportunity policy reflects our commitment to ensure equality and promote diversity in the workplace.

This equal employment opportunity policy is the pillar of a healthy and productive workplace. Everyone should feel supported and valued to work productively so we are invested in treating everyone with respect and consideration.

**Scope**

Our equal opportunity employer policy applies to all employees, job candidates, contractors, volunteer workers, stakeholders, partners and visitors.

Equal opportunity is for everyone, but it mainly concerns members of the above mentioned groups. They are the ones who are traditionally disadvantaged in the workplace. We do not guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

**Policy elements**

Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- Age
- Gender (Male & Female)
- Ethnicity / Nationality
- Religion
- Disability
- Medical history

**What is an EEO policy?**

We built our equal employment opportunity policy around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:

- Hiring
- Training
- Evaluating performance
- Administering compensation and benefits.

**Terminating employees**

We also want to make sure that equal opportunity applies to other instances. For example, we do not retaliate against employees and we are committed to prevent and resolve any kind of harassment against our employees, including sexual harassment.

Our HR department is responsible for assessing our organisation's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our

employees to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.

### **Actions**

To promote equal opportunity, we first ensure we follow Equal Employment Opportunity Commission (EEOC) regulations and Equal Employment Opportunity (EEO) laws that apply to each part of our organisation. We will also take additional actions to promote fairness and diversity as part of our equal employment opportunity policy. We will:

- *[Use inclusive language in all signs, documents and webpages.]*
- *[Modify structures and facilities to accommodate people with disabilities.]*
- *[Provide parental leave.]*
- *[Hire, train and evaluate employees through job-related criteria.]*
- *[Allow employees to take religious or national holidays that are not included in our organisation's official schedule.]*
- *[Train employees on communication and diversity.]*
- *[Implement open door practices so employees can report discrimination more easily.]*

A copy of this policy will be provided to all employee of Atlantic Hall so that he/she is knowledgeable of the policy.

<b>Prepared By:</b>	<b>Reviewed By:</b>
Human Resources Manager	Principal (Head of School).
Date: December 13, 2023.	Date: September 2025.