



## **CELTA ATHENS Equal Opportunities Policy**

CELTA ATHENS confirms its commitment to a policy of equal opportunities within the centre.

### **General Principles**

CELTA ATHENS aims to create the conditions whereby students and staff are treated on the basis of their relative merits, abilities and potential, regardless of their gender, colour, ethnic or national origin, family circumstance, age, disability, religious or political beliefs, socio-economic background, sexual orientation, trade union membership or other irrelevant distinction.

An exception must be made to accepting candidates from certain countries of the world for which a student visa cannot be granted by this institution in accordance to Schengen and local law.

CELTA ATHENS believes that a properly implemented and monitored equal opportunities policy is in the best interests of the centre, its students and its staff, both present and future.

### **Fair Procedures**

- Recruitment literature will state that CELTA ATHENS is an equal opportunities organisation and documentation will be designed to eliminate requests for information not relevant to the post or course of study.
- Members of CELTA ATHENS involved in the selection, management, teaching or supervision of staff of students have a duty to ensure that no unlawful discrimination occurs in the administration of any of the centre's procedures.

### **Complaints made by students**

If a complaint is made by a student against another student or the centre, be it with regard to the administration of the course, the quality of tutorial input or any other aspect relating to a student's participation on the CELTA course, their complaint should be made in writing to the director of the centre.

In all cases, the person to whom the complaint has been made against will be informed that a formal complaint has been made and that they have the right to be present during the discussion aiming to resolve the issues relating to the complaint. The purpose of these meetings will be to discuss the problem and arrive at a resolution.

In the event of a peaceful resolution not being possible, and depending on the nature of the complaint, the centre director reserves the right to make a final decision with regard to attendance,

refunds, or employment and the appropriate measures to be taken in order to ensure the good conduct of the course.

CELT Athens will make every effort to forewarn all parties concerned of issues relating to its handling of complaints procedures and of the conditions and terms of studies at CELT Athens by asking all trainees to sign a document which will indicate all areas of conduct expected of trainees during their period of study at CELT.

The Centre Director

A handwritten signature in black ink, appearing to read 'Marisa Constantinides', is enclosed within a large, hand-drawn oval. The signature is written in a cursive style with some loops and flourishes.

Marisa Constantinides  
CELT Athens