

# Diversity and Equal Opportunities Policy

---

## Aims

To provide all employees, Centres and Learners with an equal chance of advancement, access to opportunity and training necessary to that end, regardless and irrespective of their sex, race, colour, nationality, ethnic origin, sexual orientation, religion or belief, age or disability.

It is the company's policy to employ and provide a suitable environment for people with disabilities. All reasonable facilities will be provided for employees with disabilities to pursue their careers without difficulty or disadvantage.

We exemplify the essence of the British Values – “democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs” – in the way we operate and deliver our training.

This policy covers staff, Learners and volunteers.

## Overview

(a) It is the policy of the company to ensure that no job applicant, employee or Learner receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

(b) The organisation recognises that adhering to this policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. The company recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

(c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

(d) All employees of the organisation will be made aware of the provisions of this policy.

## Recruitment and promotion

(a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

(c) All vacancies will be circulated internally.

(d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

(e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

## **Employment**

(a) The company will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) The company will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

(c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

## **British Values**

(a) We recognise our duties under British Values and ensure that they are reflected in training course materials (and checked as part of the Language and Stimulus Materials Checklist), plus the delivery.

(b) Training staff receive British Value training and are expected to reflect these as part of their Job Description.

## **Qualifications**

(a) The company will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the assessment and awarding of qualifications.

(b) The company will put in place any reasonable measures and/or adjustments within assessments who are or become disabled within the Reasonable Adjustment Policy.

(c) All assignments marked by us or our representatives will be marked solely on the basis of the evidence submitted.

## **Training**

(a) Employees will be entitled to apply for appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) All employees will be encouraged to discuss their career prospects and training needs with their Line Manager.

(c) It may be necessary for trainers to make adaptations to training programmes to comply with disability and equality laws. This can include (but is not restricted to) allowing a candidate to video the course, large print handbooks, ensuring the venue has wheelchair access, additional coaching, telephone support, or submitting a recorded assignment rather than a written one. For further guidance on assessments, please see the Reasonable Adjustment for Assessment Policy.

## **Grievances and victimisation**

(a) The company emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.

(b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

## **Raising concern**

If you feel that the diversity policy has not been fully implemented then you should draw this to the attention of your line manager (or your Centre if you are a Learner), in the first instance.

If the matter is not resolved satisfactorily you may raise a grievance through the company's grievance procedures, or raise an Appeal through the Company's appeals procedure.

## **Responsibilities**

It is the responsibility of every manager to ensure that the terms of the policy are observed.

Breach of this policy may result in disciplinary or legal action being taken.

## **Review**

This policy will be reviewed biannually.

October 2020