

UKTD Equality, Diversity & Inclusion Policy

Issued By: Betty Kelly on behalf of UKTD	Issue No: 7	Date of Issue: September 2009
Approved by: Theresa Wisniewski	Signature 	Date to be reviewed August 2019

Equality, Diversity & Inclusion Policy

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INTRODUCTION

The aim of this policy is to communicate the commitment of UK Training & Development (UKTD) to the promotion of equality of opportunity for all. We promote inclusion, respect, fairness and the rights of individuals. We oppose prejudice, discrimination, harassment and unfairness of any kind. We treat people as individuals and do all we can to support them in reaching their goals.

- We celebrate diversity.
- We recognise that each person is different and we value these differences.
- We are working to make UKTD a diverse environment with people from all minority groups represented.
- We are working to increase the participation of minority groups across our sectors of delivery.
- We promote UK Training & Development to:
 - People from different ethnic and religious backgrounds
 - Females and males
 - People with or without disability
 - People from different age groups
 - People from different socio-economic backgrounds

This Policy applies to you!

...and everyone else connected with UK Training & Development. This means our learners, management, staff, employers and anyone we ask to work with us.

THE EQUALITY ACT

The Equality Act 2010 brings together a number of forms of discrimination. This makes it illegal to discriminate against an individual or group of individuals because of a person's protected characteristic (direct); or discrimination that occurs when a provision, criteria or practice is applied that creates disproportionate disadvantage for a person with a protected characteristic as compared to those who do not share that characteristic (indirect).

SCOPE

The principles outlined in this policy will apply to recruitment, training, promotion, dismissal and to all other processes, terms and conditions of employment.

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It is our policy to provide employment equality to all irrespective of:

- Age*
- Disability*
- Gender reassignment* (gender identity)
- Marriage and civil partnership status*
- Pregnancy and maternity*
- Race* (including colour, nationality, caste, ethnic or national origins)
- Religious belief or political opinion*
- Sex* (gender)
- Sexual orientation*
- refugees and asylum seekers
- people with diverse communication needs
- ex-offenders

-*Under the Equality Act (2010) these are known as “protected characteristics”.
(For further clarification about UKTD’s recruitment policies please see document HR0017 Recruitment Selection Guidance and HR0052a Recruitment of Ex-Offenders)

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, learners and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

On May 11th 2010, The Department for Education (DfE) made key changes in replacing the phrases of 'Every Child Matters' and the 'Five Outcomes' with '**Help Children Achieve More**'.

Nevertheless, UK Training and Development still strongly believe that the concept and ethos of 'Every Child Matters' and remains committed to better outcomes within learning because we feel it is still relevant and that every child, young or vulnerable person, or any person who chooses to undertake learning does matter.

The five outcomes that were outlined by 'Every Child Matters' Green Paper in 2008 were: **be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being**. As a dedicated training provider working with young people and adults from all backgrounds, we continue to promote these outcomes into our learning through the delivery of our Life Skills learning, Awareness Tasks and learner support offered by our assessors and tutors alongside our dedicated Safeguarding Support Team to engage and enhance and develop learning skills, self-esteem and personal well-being.

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EQUALITY COMMITMENTS

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

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LEARNER DIVERSITY AND INCLUSION

The opportunities for inclusion of Equality and Diversity across our Apprenticeship delivery are highlighted below.



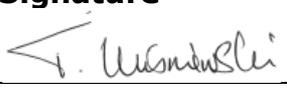
IMPLEMENTATION

UKTD’s Managing Director has specific responsibility for the effective implementation of this policy. We expect all our managers and employees to abide by this policy and help create the environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to all employees, learners and job applicants and relevant others (the employers of learners, contract staff)
- Incorporate specific and appropriate duties and responsibilities in respect of this policy into the job descriptions and work objectives of staff
- Provide equality training and guidance as appropriate including training on induction and management courses

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- Ensure that those who are involved in training and assessing learners, recruiting new staff and promoting the organisation are trained in non-discriminatory selection and assessment techniques
- Incorporate equal opportunities information into general internal communications and external promotional materials including staff and employer newsletters and our company website
- Obtain commitment from other persons, organisations, subcontractors and our employer base that they too will comply with the policy in their dealings with our organisation and our workforce

MONITORING AND REVIEW

We will establish appropriate information and monitoring systems to assist the effective implementation of our Equality, Diversity & Inclusion Policy. The effectiveness and relevance of our Equality, Diversity & Inclusion Policy will be reviewed regularly and actions and developments taken accordingly.

Equality, Diversity & Inclusion Reviews

UKTD will review equality of provision on an ongoing basis, with input from company staff, to look at our resources, targeting and policies. The purpose of these reviews will be:

- To make E&D meaningful to all UKTD staff, learners, employers and in-house assessors.
- To ensure there are points of contact for anyone wanting to talk about Equality & Diversity or report an issue.
- To provide training and discussion groups for staff.
- To review legislation and new areas of interest and incorporate into UKTD policies/processes
- To update learner and staff training materials and resources
- To review internal and external E&D data

Company Targets & Equality Monitoring

Company targets will be set each Contract Year and monitored against participation on a monthly basis for industry participation in gender, ethnic minorities, age, learning difficulty and disability.

Each quarter, performance reports will be run on Retention and Achievement of the same groups of learners.

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Staff will be monitored across the same criteria to see a reflection in the learners and staff populations.

All Company targets will be based on research into the local population, industry statistics and UKTD achievement from the previous year.

COMPLAINTS

Employees or learners who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. Copies of the procedures are available via HR.

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal.

Employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal Grievance Procedure first.

Every effort will be made to ensure that employees who make a complaint are not victimised or unfairly treated as a consequence. Any additional complaint of victimisation will be dealt with seriously, promptly and confidentially.

FURTHER POLICIES & INFORMATION

Internal

- HR0003 UKTD Staff Handbook
- HS0005 UKTD Safeguarding Policy
- HS0004 UKTD Safeguarding Procedure
- HS0007 UKTD Prevent Policy
- HR0010 UKTD Grievance Procedure
- HR0017 UKTD Recruitment & Selection Guidance
- HR0052a Applicants Policy Statement on the Recruitment of Ex-Offenders
- PP0015 UKTD Complaints Procedure
- PP0037 UKTD Harassment & Discrimination Policy
- Employer and Learner Agreements
- UKTD Awareness Activity Booklet

For more information please contact our Equality & Diversity representative at equality@uktd.co.uk or phone us on 01442 230130

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Links to External Websites

<http://www.adviceguide.org.uk/england.htm>

The Citizens Advice Bureau provide a great deal of information on their website and assist people with identifying discrimination and how to take steps against it.

<http://www.acas.org.uk/index.aspx?articleid=1363>

<http://www.equalityhumanrights.com/>

<https://www.gov.uk/browse/disabilities>

AWARENESS ACTIVITY RESOURCES FOR LEARNERS

- Activity 1 – Ethnicity or Race?
- Activity 4 – Disability Quiz
- Activity 9 – Religion Quiz
- Activity 11 – Challenging Stereotypes
- Activity 13 – Civil Partnerships
- Activity 15 – Sexual Orientation
- Activity 17 – Famous People
- Activity 19 – Gender Identity
- Activity 22 – Age Discrimination
- Activity 24 – Living in a Wheelchair
- Activity 25 – Marriage
- Activity 26 – National Origin
- Activity 27 – Family Structure
- Activity 28 – Health Dermatitis
- Activity 29 – Health Diabetes
- Activity 30 – Politics
- Activity 35 – Radicalisation and Extremism
- Activity 36 – Extremism
- Activity 37 – British Values

These resources can all be found in the OneFile resource area in a folder called 'Awareness Activity'.