

<b>UKTD Equality, Diversity &amp; Inclusion Policy</b>		
<b>Issued By:</b> Betty Kelly on behalf of UKTD	<b>Issue No:</b> 9b	<b>Date of Issue:</b> July 2021
<b>Approved by:</b> UKTD Advisory Board	<b>Signature</b> 	<b>Date to be reviewed</b> July 2022
<i>Policy to be amended &amp; updated annually or as required by the issuer by reviewing current legislation, guidelines and advice.</i>		

# Equality, Diversity & Inclusion Policy

## Contents

Introduction	2
Scope	2
The Equality Act	2
Protected Characteristics	3
Definitions	3
Responsibility and Implementation	4
Learner Diversity and Inclusion	6
Promoting Equality of Opportunity for All	6
Equality, Diversity and British Values	7
Equality Commitments	8
Monitoring and Review	8
Raising a Complaint	9
Further Policies and Information	10
British Values and Wellbeing Activities for Learners	11

## INTRODUCTION

The aim of this policy is to communicate UK Training & Development's shared commitment to creating a culture of inclusion, fairness and equality of opportunity for all. E&D and British values are at the heart of our core values and we actively promote these throughout the organisation. We embed them in our course programmes and UKTD tutors do all they can to help all learners fully participate in learning activities, reach their potential and develop an understanding of E&D in a safe and supportive environment.

The culture we create together is one of:

- Treating each other fairly and with dignity and respect
- Opposing prejudice, discrimination, harassment and unfairness of any kind
- Celebrating diversity, creating a rich and inclusive environment, recognising that each person is different and valuing these differences, eg:
  - Females and males
  - People from different age groups
  - People with or without disability
  - People from different ethnic, religious and cultural backgrounds
  - People from different socio-economic backgrounds
- Welcoming people from minority groups and developing our understanding of cultural differences, to enable increased participation across our sectors of delivery.

## SCOPE

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

This Policy applies to you...

...and to everyone connected with UK Training & Development. This means our learners, employers, senior managers, advisory board, staff 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).

There are 9 characteristics which are protected by law and under the Equality Act (2010) these are known as “protected characteristics”.

## The Protected Characteristics are



(Image Source: <https://keepinghrsimple.co.uk/> 2019)

## **DEFINITIONS**

**Equality** - means ensuring everyone has the same opportunities to fulfil their potential free from discrimination.

**Diversity** – refers to taking account of and celebrating the differences between people and/or groups. We actively support diversity and ensure that all our staff, learners and employers are valued and treated with dignity and respect.

**Inclusion** - refers to a sense of belonging where everyone feels the value and worth of their contribution as an individual or group. We encourage everyone to reach their potential.

Discrimination - means when a person is treated less favourably than another person because of a protected characteristic they have or are thought to have.

It is also recognised as potentially occurring through association to another, who may be discriminated against because of their protected characteristic.

Direct discrimination - refers to less favourable treatment against an individual because of that person's protected characteristic, e.g. *'We really want a man for this job'*.

Indirect discrimination - refers to when there is a practice, policy or rule which applies to everyone in the same way, but has a worse effect on some people than others, e.g. A company states that it requires all staff to work on Sundays, which could indirectly discriminate against someone's religion or belief if they cannot work on this day. Indirect discrimination can sometimes be lawful if the person applying the practice, policy or rule can prove that it is justifiable.

Prejudice - is an unjustified, unfair or unreasonable attitude, opinion or feeling (usually negative) towards an individual or group, formed without enough thought or knowledge, e.g. Automatically thinking that an able-bodied person will do a better job than someone with a disability.

Stereotyping - thinking all people who belong to a certain group are the same and labelling them, e.g. Pink is for girls, basketball is for tall black people; all young people who wear hoodies are thugs.

Harassment - is recognised as unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

### **RESPONSIBILITY AND IMPLEMENTATION**

UKTD Managing Director - has specific responsibility for the effective implementation of this policy and expects all managers, employees, learners, employers and anyone who works with us to uphold its principles.

UKTD Advisory Board - will ensure UKTD meets its statutory responsibilities under equalities legislation; advise on policy development and approve policy review updates.

UKTD Managers - will demonstrate their commitment by upholding the principles of this policy and promoting E&D values within their every day roles. This will include leading by example, ensuring the required standard of professional conduct is carried out in their area, identifying any individual or group training needs and challenging any unacceptable behaviours.

UKTD Employees and Learners – will be responsible for upholding the principles of this policy and ensuring their own conduct and behaviour does not discriminate, show prejudice or cause anyone to be treated less favourably, or make another person feel uncomfortable. UKTD employees are all given a copy of this policy during the equality & diversity section of their induction. Equality, diversity and Inclusion and British values information is included in all Learner Handbooks.

Placement Employers – it is expected that all employers understand their duty of care responsibilities towards the welfare of learners and are committed to upholding this policy and promoting equality of opportunity. This policy is discussed at every learner induction and employers are directed to a copy of this policy on the UKTD website. Employers confirm this action on the commitment statement (Key policies tab). Equality, diversity and Inclusion and British values information is also included in the Employer Guides. Where an employer does not understand their obligations under the Equality Act, UKTD will provide support and guidance.

In order to implement this policy UKTD will:

- Communicate the policy to all employees, learners, placement employers, contract staff and everyone connected with UK Training & Development. This will include annual equality CPD training for all tutors.
- Incorporate specific and appropriate duties and responsibilities in respect of this policy into the job descriptions and work objectives of staff.
- Ensure equality topics are embedded in all staff team meetings including the learner British values monthly tasks which cover the subjects within this policy.
- Provide equality training and guidance as appropriate, including new starter induction and as part of learner pathways.
- Make available online workshops on British values, radicalisation & extremism and internet safety for learners, employers and staff.
- Ensure that those who are involved in training and assessing learners, recruiting new staff and promoting the organisation are carrying out non-discriminatory selection and assessment techniques.
- Incorporate equal opportunities information into general internal communications and external promotional materials, as appropriate, including learner and employer guides and our company website
- Obtain commitment from learner employers that they too will comply with the ethos and principles of this policy.
- Ensure that there is a robust process for any concerns to be raised and complaints to be investigated.

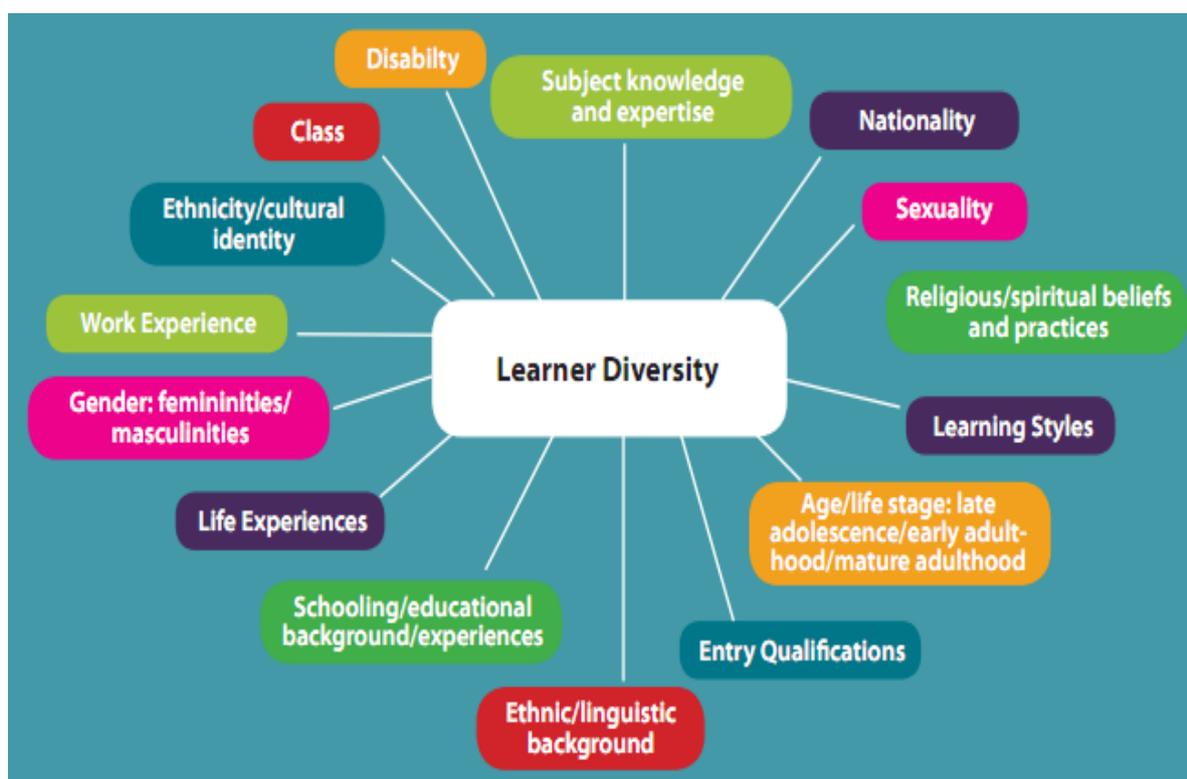
## LEARNER DIVERSITY AND INCLUSION

UKTD is committed to ensuring that all learners have equal access to the same learning opportunities and are supported to achieve their potential. We celebrate the diversity of our learning community and take steps to ensure that no-one is held back or discriminated against because of gender, ethnicity, culture, language, socioeconomic status, ability, disability or religion.

Many factors create diversity and these can be visible or non-visible. Differences bring a richness to an organisation, but can also impact on someone's confidence, progress and performance if not supported and understood.

Every learner is an individual with unique characteristics, learning styles and developmental needs. AT UKTD we recognise that by having a greater understanding of our learners' diverse qualities and needs, we can ensure that their access to education and study is not limited or compromised.

The diagrams below show a number of areas where learner diversity can be seen.



## PROMOTING EQUALITY OF OPPORTUNITY



## EQUALITY, DIVERSITY AND BRITISH VALUES

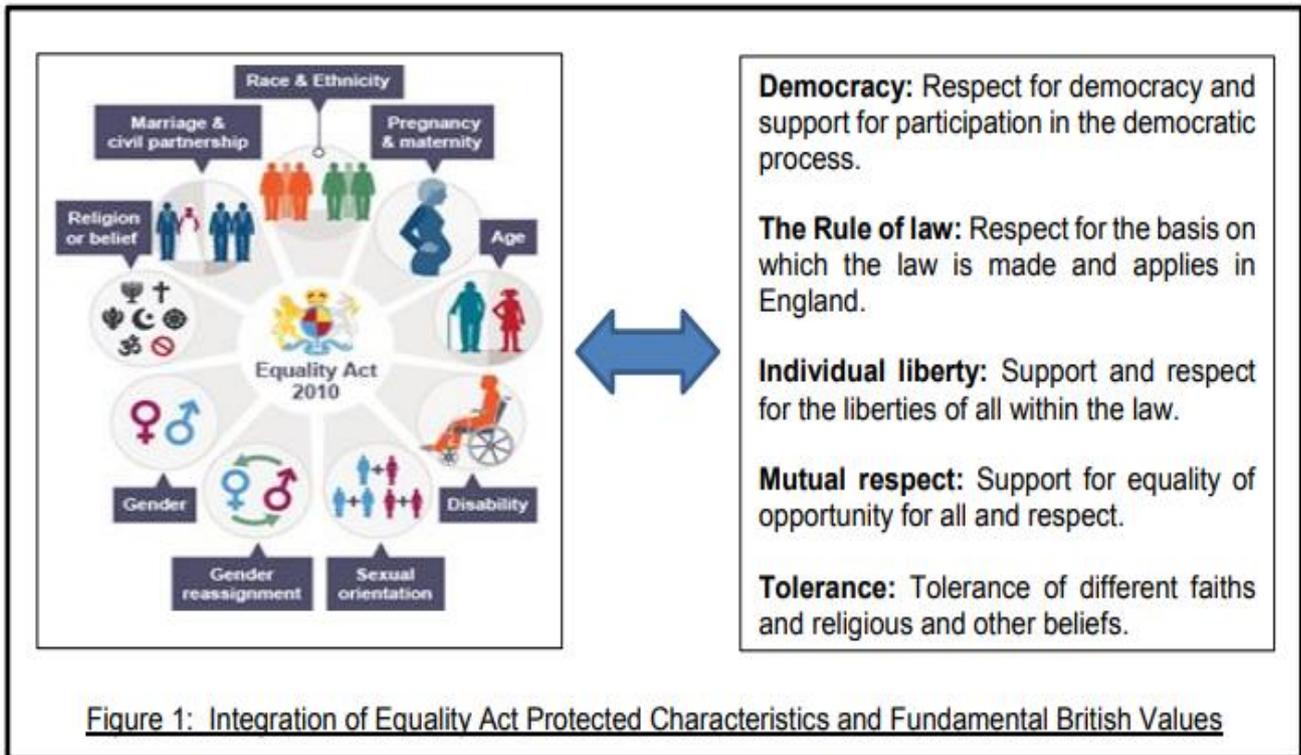
As part of our Prevent Duty and Ofsted's inspection requirements, UKTD has a responsibility to actively promote British values and embed them into our programmes, practices and policies.

One of Ofsted's new key judgements (2019) is 'Personal Development' which requires providers to prepare learners for life in modern Britain by:

- equipping them to be responsible, respectful, active citizens who contribute positively to society
- developing their understanding of fundamental British values
- developing their understanding and appreciation of diversity
- celebrating what we have in common and promoting respect for the different protected characteristics as defined in law.

*(Ofsted: The Education Inspection Framework September 2019)*

The diagram below illustrates the close relationship between British values and the protected characteristics of the Equality Act. One is an extension of the other and they fit together, sharing the same inclusive ethos of dignity and respect.



(Image Source: The Career Development Institute (CDI) -

## Understanding Fundamental British Values & Applying the Prevent Duty

[https://www.thecdi.net/write/Framework/CDI\\_Understanding\\_Fundamental\\_British\\_Values\\_and\\_Prevent\\_Guide\\_FIN\\_AL\\_July\\_2017.pdf](https://www.thecdi.net/write/Framework/CDI_Understanding_Fundamental_British_Values_and_Prevent_Guide_FIN_AL_July_2017.pdf)

## EQUALITY COMMITMENTS

At UKTD we are committed to:

- Promoting equality of opportunity for all persons
- Promoting a 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 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.

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

### MONITORING AND REVIEW

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 employees, learners, employers and in-house assessors.
- To ensure robust induction and refresher training for staff and learners.
- To ensure opportunities are available for all learners to participate in learning, regardless of age, culture, disability, gender, language spoken, racial origin, religious belief, sexual orientation or financial circumstances.
- To develop and maintain the quality of our support for learners, including E&D, British Values and Wellbeing Activities, and Safeguarding.
- To ensure there are points of contact for anyone wanting to talk about Equality and Diversity or report an issue.
- To review legislation and new areas of guidance and incorporate into UKTD policies/processes
- To update learner and staff training materials and resources, as part of UKTD's ongoing integration of E&D, Safeguarding and British values.

### 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.

### RAISING A COMPLAINT

If an individual believes they have suffered any form of discrimination, harassment or victimisation, that person is entitled to raise the matter through one of the following UKTD procedures:

- UKTD customers (learners, employers or contractors) can raise their concern or complaint through the **UKTD Complaints Procedure**, which is available on the UKTD website.
- UKTD employees can raise their concern or complaint through the **UKTD Harassment & Discrimination Policy**, available via Human Resources.

All complaints of discrimination, harassment or victimisation will be dealt with fairly, promptly and confidentially.

### **Informal Procedure**

The purpose of an informal stage is to aim to resolve the issue whilst giving the individual who is the subject of the complaint an opportunity to cease any behaviour which causes distress.

#### Taking the first step:

In certain cases, it may be that the person against whom the complaint has been made is unaware that their behaviour is inappropriate or has caused offence, or it may be that something they said or did has been misinterpreted. In this situation, a brief discussion between the parties involved may be enough to resolve the matter. If this feels difficult to do in person, it may be that a written request will feel more comfortable and appropriate.

#### Next informal stage:

If the step above does not resolve the matter or feel appropriate in particular circumstances, the complaint can be raised in the following way:

- UKTD customers – can raise their concern or complaint with their UKTD Tutor or area Regional Manager in the first instance, so that any issues can be resolved or escalated as appropriate. Alternatively, the customer may choose to contact UKTD Head Office to raise their complaint.
- UKTD employees – can raise their concern with their line manager in the first instance, or with a senior colleague of their choice if that feels more appropriate in the circumstances.

Steps taken during this stage may include a conversation, informal meeting or written request, and a note of the matter and any actions taken will be kept.

### **Formal Complaint Procedure**

Where the informal approach fails to resolve the matter or if it is of a more serious or complex nature, the formal complaint process will commence and an investigation will be undertaken.

Further details regarding the steps taken during the formal stage can be found:

For Customers - UKTD Complaints Procedure on the UKTD website:

<http://uktd.co.uk/useful-links/>

For Employees - UKTD Harassment & Discrimination Policy available via HR

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal. If an employee wishes to make a complaint to a tribunal, the person will normally be required

to contact the HR Manager in the first instance and raise their complaint under the UKTD Harassment & Discrimination Policy.

Every effort will be made to ensure any employee or customer who makes a complaint is not victimised or unfairly treated as a consequence. If there is an additional complaint of victimisation or harassment, the matter will be dealt with seriously, promptly and confidentially.

### FURTHER POLICIES AND INFORMATION

UKTD Staff Handbook  
UKTD Complaints Procedure  
UKTD Harassment & Discrimination Policy  
UKTD Safeguarding Policy  
UKTD Safeguarding Procedure  
UKTD Prevent Policy  
UKTD Awareness Activity Workbook



For more information please contact our Equality and Diversity representative at [equality@uktd.co.uk](mailto:equality@uktd.co.uk) or phone us on 01442 230130

#### Links to External Websites

<https://www.acas.org.uk/equality>

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

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

The Citizens Advice Bureau also provide a great deal of information on their website <https://www.citizensadvice.org.uk/law-and-courts/discrimination/about-discrimination/equality-act-2010-discrimination-and-your-rights/>

### BRITISH VALUES AND WELLBEING ACTIVITIES FOR LEARNERS

UKTD's Wellbeing Focus Group completed a full review of all learner awareness activity resources over the last year, and four new booklets were created under the following headings:

Section 1 – Safeguarding

Section 2 – Wellbeing

Section 3 – British Values

Section 4 – Equality & Diversity

#### **Building Your Knowledge**

Each booklet contains a variety of topics with activities and projects for learners to complete, to help develop their knowledge, confidence and understanding of British

Values, plus their own and others' wellbeing. It also ensures that our learners will be well informed and prepared for life in modern Britain.

Topic areas include:

- ❖ Discrimination & The Equality Act
- ❖ Living with a Disability
- ❖ Equality & Diversity at Work
- ❖ Mental Health & Wellbeing
- ❖ Religion & Belief
- ❖ Sexual Orientation
- ❖ Gender Identity
- ❖ Mutual Respect
- ❖ Extremism & Radicalisation
- ❖ British Values at Work
- ❖ Caste Discrimination in Britain
- ❖ British Political System
- ❖ Democracy
- ❖ Marriage and Civil Partnership
- ❖ Pregnancy, Maternity and Paternity
- ❖ Looking After Yourself
- ❖ Self-Esteem
- ❖ Staying Safe Online
- ❖ Lone Working
- ❖ Emotional Abuse
- ❖ Honour-Based Abuse (formerly known as Honour-Based Violence)
- ❖ Self Harm
- ❖ Bullying
- ❖ Carers & Bereavement

**These are all available on  
OneFile in the 'Resources'  
section, Awareness Activities  
2020 folder.**

The Wellbeing Focus Group also create monthly British values tasks covering the above topics which are set to all learners via their electronic portfolios. These tasks are based around current events to ensure learners have an understanding of living in modern Britain today.

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This policy will be subject to an annual review, with more regular updates taking place when required, for example, changes to legislation, non-compliance in carrying out the procedures or changes to the organisation structure of the company.