



# **Equality and Diversity Policy 2021-2022**

Reviewed by

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**Scope-** The Equality Act 2010 harmonises previous equality legislation into one Act.

## **Policy Statement-**

Previous legislation includes:

- Sex Discrimination Acts 1975, 1986, 2010
- Gender Recognition Act 2004
- Equal Pay Act 1970 and Amendment 2003
- Disability Discrimination Act 1995 and Amendment (SENDA) 2001/DDA 2006
- Civil Partnership Act 2004
- Race Relations Act 1976
- Rehabilitation of Offenders Act 1974
- Human Rights Act 1998
- Equality Act 2006
- Various Amendment Regulations and European legislation

The Equality Act 2010 protects individuals from discrimination and harassment based on “Protected Characteristics” The Protected Characteristics are:

- Age
- Disability
- Gender Reassignment
- Pregnancy and maternity
- Race
- Religion or belief (including non-belief)
- Sex
- Sexual orientation
- Marriage and Civil Partnership

For E.Quality Training the categories of people covered are:

- Prospective students
- Current Students
- Former Students
- Disabled people who are not students but who hold or have applied for qualifications conferred by E.Quality Training
- Visitors
- Staff

For all individuals, with due regard to the Protected Characteristics, E.Quality Training has a duty to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

## **Statement of intent**

Equality and diversity legislation and ethos aims to ensure that no group or individual receives less favourable treatment by virtue of skin colour, race, gender, ethnic origin, disability, age, class, sexual orientation, religion, culture or faith, pregnancy and maternity status or gender reassignment (The Protected Characteristics) thereby enabling all people to have equality of access to the provision of goods, services, facilities, premises and employment.

E.Quality Training means to reduce and eliminate disadvantage, harassment, bullying, prejudice and discrimination by following legislation and taking positive action.

E.Quality Training commits itself to promoting good practice and ensuring that the procedures and conduct of all staff give weight to this scheme which covers all areas of company activity, putting Equality and Diversity at the heart of the organisation, and benefiting all.

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E.Quality Training encourages learners to take an active role in promoting equality of opportunity both in their studies and in general company life.

## **Our Vision**

- Every student will excel and develop their talents and potential for employment, independence and life
- E.Quality Training will be a catalyst for economic and social change in Stoke and Staffordshire

## **Our Aims are to:**

- Provide educational opportunities in vocational learning and skills training for those aged 14-19 years
- Support our students to achieve, progress and realise their potential for their future wellbeing and success
- Raise the aspiration of our students to become active members of their community

## **E.Quality Training is a learning community that:**

- encourages all its members to embrace challenging learning goals and to realise their full potential as citizens
- strives for excellence
- recognises, honours and reinforces the value of all
- recognises the dignity of difference and our dependence on one another as citizens
- promotes the principles of sustainability
- respects the rights and responsibilities of individuals within the company and the wider community
- affirms the spiritual, moral, social and cultural dimension of the company experience
- is committed to ensuring that fairness and integrity underpin everything that we do

## **Equality and Diversity Statement**

E.Quality Training ensures all its stakeholders enjoy and respect equality of opportunity, and that:

- People's ability to achieve their potential is not limited by prejudice or discrimination
- There is respect for and protection of each individual's human rights
- There is respect for the dignity and worth of each individual
- Each individual has an equal opportunity to participate in company life
- There is a mutual respect between groups based on understanding and valuing diversity and on shared respect for equality and human rights

All people working or studying at the E.Quality Training have a responsibility for upholding these values.

E.Quality Training actively promotes Equality and Diversity for all by removing barriers to education, training and employment opportunities, thereby widening access.

## **We will:**

- champion Equality and Diversity
- consult with stakeholders in the formulation and implementation of this policy
- take positive action to promote equality of opportunity
- impact assess our policies, procedures and publications
- investigate complaints of discrimination or harassment and take prompt and a appropriate action
- monitor and report on the learner and staff profiles in terms of the Protected Characteristics in comparison with local, and where available, national benchmarks
- publish our progress in achieving our Equality and Diversity aims
- ensure that all members of the company, contractors, visitors and work placement providers are responsible for complying with the company policy
- inform all people that discrimination is not acceptable

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- prevent discrimination, victimisation or harassment and take positive action when it occurs

Equality and Diversity applies to all of the company activities, services we use, placements, work experience and visits. It applies to all company sites.

## **General Rights and Responsibilities**

All learners, staff and visitors have the right to be treated fairly and with respect. Respect should be shown to others both in Company and when representing the company. Staff and learners will be made aware of the Equality Act 2010.

## **E.Quality Training Limited Equality and Diversity Policy expectations:**

The company will not tolerate any form of behaviour that is discriminatory, bullying, harassing or in contravention of either legislation or the company Code of Conduct. The company regards any such behaviour as unacceptable and the company will fully investigate any incidents under the appropriate procedure (i.e. the relevant Disciplinary Procedure for Staff/Learners) as appropriate.

Breaches of the Policy by learners, staff or visitors may result in disciplinary procedures that can lead to exclusion from the company or dismissal.

## **The company will create an environment in which positive relations are fostered. The company undertakes to provide:**

- appropriate training and support to create a positive, inclusive ethos
- a shared commitment to challenging and preventing stereotyping and discrimination
- a culture of respect for diversity and difference
- the encouragement of good relationships between people of different groups.

## **E.Quality Training has specific duties to:**

- prepare and maintain a culture of inclusion for all learners and staff
- assess the impact of its policies on learners and staff
- monitor the admission and progress of learners and the recruitment, and career progress of staff

## **All staff are responsible for:**

- ensuring that they are aware of E.Quality Training 's statutory duties in relation to legislation and that they work within the company's Equality and Diversity Policy
- providing evidence of their compliance with this policy and can account for their work in implementing this policy

## **The Directors are responsible for:**

- making sure that the company meets all the requirements of the Equality Act 2010 and meets all its duties, including the general duty and specific duties
- ensuring that the staff and learners reflect the diversity of the community served by E.Quality Training
- ensuring that the Strategic Plan includes a commitment to Equality and Diversity
- ensuring that equal opportunities training features as part of the Strategic Plan
- monitoring information through the creation of an Equality & Diversity Steering Group.
- taking the lead in creating a positive, inclusive ethos that challenges discriminatory behaviour on the part of managers, staff and learners
- giving a consistent and high profile lead on Equality and Diversity, promoting Equality and Diversity inside and outside the Institution

### **The Senior Management Team (SMT) are responsible for:**

- ensuring that they are aware of the Company's statutory duties in relation to Equality and Diversity
- putting the Policy and its strategies and procedures into practice
- ensuring that all of the staff know their responsibilities and receive support and training in ensuring they carry out these responsibilities in relation to Equality and Diversity
- ensuring learner monitoring information is collected and analysed
- setting targets for recruitment, retention and achievement of learners based upon the analysis of the data that is brought to the Equality & Diversity Steering Group
- assessment of curriculum areas in relation to Equality and Diversity, and to take appropriate action where necessary
- ensuring that learner induction programmes and tutorial programmes reflect the company's commitment to promote equality of opportunity
- ensuring that contractual partners have an Equality and Diversity policy
- following the relevant procedures and taking action against staff or learners who discriminate for reasons relating to the Protected Characteristics.
- teaching and learning observation reports, which include criteria on equal opportunities where appropriate

### **Staff and job applicant data will be collected:**

- at each stage of recruitment including shortlisting and interviewing stages
- on appointment
- promotion
- staff development
- return rates from maternity/adoption/career breaks
- pay levels appraisals
- grievances, disciplinary, capability proceedings and redundancy situations
- flexible working requests (for dependents and caring responsibilities)
- exit questionnaires/reasons for leaving

### **Teaching Staff, including Centre Managers, will:**

- have equally high expectations of all learners, irrespective of the Protected Characteristic
- ensure the curriculum meets the needs and reflects the diversity of our learner body and communities and recognises and caters for their different backgrounds
- use teaching and learning materials and content, which are non discriminatory
- teach in a way that respects the various ethical standpoints of learners adopt a range of teaching methods and learning styles which allows for differentiation to support all learners
- create a classroom ethos and learning environment which is inclusive, and enables all learners to feel comfortable and realise their potential ensure that every learner considers the implications of prejudice in their chosen area of study
- provide guidance and referrals of learners who may require Additional Support
- adopt marking policies and assessment methods which
  - treat learners impartially and
  - do not discriminate against any Protected Characteristics
  - standardise marking systems and share criteria with learners
- take appropriate and immediate action in the event of incidents of harassment or discrimination and alert or involve senior staff
- ensure that admissions criteria for the course (including entry tests) do not discriminate against individuals
- address any issues of under-representation by protected groups
- introduce learners to the equality policies and procedures at induction and in tutorials
- ensure that learners are aware of their entitlements and responsibilities as part of the company commitment to equality
- ensure that learners are aware of their responsibilities and rights in respect of discrimination, harassment and bullying and of the procedures for making complaints
- take appropriate and immediate action in the event of incidents of harassment or

discrimination

be aware of the variety of learners' personal circumstances and difficulties which may impede study  
institute a formal programme of individual learner's induction in which their individual learning styles are noted

- follow up learners who leave the course early and identify the reasons and possible strategies for addressing these
- facilitate the carrying out of learner surveys to ascertain views on Equality and Diversity issues (findings to be acted on by the company and by the Equality & Diversity Steering Group)
- monitor outcomes and progression by ethnic group, first language and nationality and produce course targets and strategies to address any imbalances address equality issues and inclusive learning in course self-assessments, action plans and other monitoring
- ensure that plans for new courses and curriculum development take account of the needs of all groups in the community and in the company, e.g. course provision, levels of course (whole-company issue)
- ensure that equality issues and inclusive learning are addressed in course reviews
- address equality issues and inclusive learning in self-assessments and produce appropriate action plans and targets
- use the enrolment data reports to review the Curriculum Areas' learner profile and produce plans and targets to recruit people from all sections of our community
- disseminate good Equality and Diversity practice
- address equality issues and inclusive learning in staff appraisal
- ensure that staff training incorporates equality issues and inclusive learning wherever possible
- ensure that curriculum area ethos reflects the variety of learners' backgrounds/cultures
- ensure that time-tabling of classes, as far as possible, meets learners' needs, e.g. childcare responsibilities, need for part-time employment etc.
- ensure prominent displays and provision of equal opportunities leaflets, copies of policies etc
- ensure notices and information on display boards cater for the needs and interests of the whole range of learners

#### **IAG and Marketing staff will ensure that:**

- all marketing, displays and course information will promote equality of opportunity, be free from explicit or implicit unfair discrimination, challenge stereotypes and promote diversity
- positive images of the Protected Characteristic will be used in all illustrated documents and incorporated into case studies
- marketing materials will be provided for specific groups; alternative versions will be provided when required they challenge stereotyping and foster diversity through the decoration and displays within company premises

#### **Learners are required to:**

- adhere to the company Code of Conduct
- treat everyone politely and fairly, making them feel welcome in the company
- use language carefully and not say rude, hurtful or untrue things about other people
- ensure display materials they use does not offend others
- report to staff any behaviour which attacks or insults other members of the company and its communities
- resolve differences and disagreements amicably

#### **Action Plan**

Using all available internal and external information E.Quality Training will annually develop an action plan to address Equality and Diversity issues. The Action Plan will be a key focus of the EDSG. The aim of the Action Plan will be to:

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- Close the achievement gap between different groups
- Promote awareness of Equality & Diversity matters
- Ensure student and staff recruitment reflects our community
- Further promote a positive attitude towards Equality and Diversity

### **Reporting**

The E.Quality Training Annual Self-Assessment Report will summarise the key actions that the company has taken towards the achievement of the Equality and Diversity Action Plan throughout the academic year.