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1. Policy Statement

Equality of opportunity is a key and integral part of TRS's values. We want to be a truly open, accessible and diverse organisation, and are committed to the principle of equal opportunities in employment and education, regardless of a person's gender, race, sexual orientation, age, disability or religious belief, or other specific factors which result in discrimination.

To that end the purpose of this policy is to provide equality and fairness for all in our employment or learning and not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality national origin, disability, sexual orientation, religion and age. TRS Training Ltd will not tolerate less favourable treatment of anyone on any grounds.

All potential employers or employees whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit and set criteria will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the work force will be fully utilised to maximise the efficiency of the organisation.

All learners will be treated fairly and with respect they will be helped and encouraged to develop their full potential and maximise their talents within their environment and will be included in our commitment to equality and diversity throughout the company.

This document sets out our policy and must be adhered to by all employees (except where there are legal limitations on employment to particular posts). Disciplinary action may be taken when there is a breach of policy.

2. Scope of Policy

This policy applies to all our learners, employers, staff, stakeholders, supply chain members and all those to whom we come into contact with as an organisation.

Sections referring to recruitment, training and performance include all those activities that relate to the recruitment and activities with apprentices and employers

This policy describes we will:

- promote our commitment to equality and diversity
- train our staff to implement the policy effectively
- ensure the protection of apprentices and prevention of abuse
- provide information on how to raise, record and investigate concerns.

3. TRS Values

This policy underpins our commitment to our values, with particular reference to:

- RESPECT – All individuals and their unique talents
- SUPPORT – A strong ethos of care, guidance and support

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- RESPOND – Listening to our customers, partners and stakeholders and being equipped to meet their changing needs
 - PARTNERS – Developing sustainable partnerships where everyone involved benefits from the relationship
 - QUALITY – Providing outstanding teaching, learning and customer service
 - ACHIEVEMENT – Recognising and celebrating success with learners and staff
 - DEVELOPMENT – Supporting continuous professional development for all staff

4. Related policies and procedures

This policy should be read in conjunction with the following policies

- Safeguarding policy and procedure
- Grievance policy and procedure
- Disciplinary policy and procedure
- Whistleblowing policy
- Confidentiality policy
- Anti-bullying policy
- Online safety policy

5. Implementation Principles

5.1. TRS strives to be an equal opportunities employer. In keeping with this our aims and goals are:

- to work towards the elimination of discrimination on the grounds of sex, marital status, religion, disability, colour, ethnic or national origins or any disadvantage by conditions or requirements which cannot be shown to be justified.
- to promote equality of opportunity based on merit or ability.
- to implement the working of the Equal Pay Act 1970, Sex Discrimination Act 1975, Race Relations Act 1976 and its amended Act 2000, the Disability Discrimination Act 1995 and its amended Act 2005, the Human Rights Act 1998, the Gender Reassignment Act 1999, the Special Education Needs and Disability Act, the Civil Partnership Act 2004, The Racial and Religious Hatred Act 2006, the Equality Act 2006, the Age Act 1975 and its amended Act 2004 and the regulations that apply.
- to provide a safe environment which is not hostile, intimidating or humiliating to its staff in order to assure all staff are aware of this Policy,
- to ensure as far as possible, the Policy is adhered to, the following sets out the principle codes of practice related to the Acts, and the procedures set out by TRS for their implementation.

We will achieve commitment to this through our own behaviours, performance management processes and through raising awareness of equality and diversity internally and with our client base.

DEFINITIONS

5.2. Harassment

Harassment can take many forms. It may involve action, behaviour, comment or physical contact which is found objectionable or which causes offence. It can include both physical and verbal violence. Harassment is always unwanted, unreasonable and offensive and can result in the recipient feeling threatened or humiliated as well as being physically and mentally abused. Such conduct creates an environment which can be intimidating, hostile or humiliating for the recipient.

People can be subject to harassment on a wide variety of grounds including their:

- Disabilities, sensory impairments, learning difficulties or mental or physical ill-health

- Ethnic origin, nationality or skin colour
- Gender or marital status
- Sexual orientation

This list is not exhaustive. Anyone who is perceived as different, or who is in a minority, or who lacks organisational power, runs the risk of being harassed. Thus, health, physical characteristics, personal beliefs and numerous other factors may lead to harassment.

The following examples may help to provide clarity.

- Racial harassment has been defined by the Commission for Racial Equality as: "Violence which may be verbal, or physical, and which includes attacks on property as well as on the person, suffered by individuals or groups because of their colour, race, nationality and ethnic or national origins, when the victim believes that the perpetrator was acting on racial grounds and/or there is evidence of racism".
- Sexual harassment has been described by the European commission as: "Unwanted conduct of a sexual nature or other conduct based on sex affecting the dignity of men and women at work. This can include unwelcome physical, verbal or non-verbal conduct".

5.3. Procedure for Harassment Policy

- 5.3.1. All staff have a responsibility to take informal or formal action to stop any form of harassment which they witness or which is brought to their attention.
- 5.3.2. A member of staff who believes that they have been the subject of harassment should report the alleged act to their nominated line manager or Safeguarding Officer.
- 5.3.3. Wherever possible a member of staff who believes she or he is being harassed should ask the alleged offender to stop, or make clear that the behaviour is unwelcome. It is recognised that in some circumstances it may not be possible to first proceed on this informal basis. A record of incidents of harassment should be kept to assist if further formal action is required.
- 5.3.4. If an informal approach is inappropriate or does not lead to the harassment stopping then a complaint may be made to the line manager or the Safeguarding Officer. All complaints will be investigated by an appropriate manager who will have received training in dealing with harassment. Complainants have the right to speak to someone of the same sex if this is their choice. Where a complaint is subject to investigation, care will be taken to ensure that the investigation does not cause unnecessary distress to either party.
- 5.3.5. In the event of disciplinary procedures being invoked against the alleged harasser, any staff involved must be told what is happening and be informed of their rights.
- 5.3.6. If the investigation upholds the complaint, prompt action designed to stop the harassment immediately and prevent its recurrence will be taken. In such circumstances, if relocation proves necessary, every effort will be made to relocate the harasser and not the person who has been harassed. Employees shall be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliating against an employee for complaining about harassment will be treated as disciplinary offence.
- 5.3.7. Any member of staff who brings a complaint must be kept fully informed of the action being taken.

5.4. Discrimination

It is unlawful and against the policy of this company to discriminate whether it be direct or indirect in:

- Recruiting arrangements; The terms offered with the job or not offering the job at all;
- Terms and Conditions of Employment; The way opportunities for promotion, transfer, training or any other benefits are made available to employees, or if they are not given at all; or
- By dismissing an employee or imposing any other penalty on any discriminatory grounds.

5.5. Preconceptions

TRS staff will actively guard against discrimination on the grounds of possible assumptions about the individual on the grounds of sex, age, marital status, colour, religion, ethnic origin or disability, which would make them unsuitable for work and/or any other associated benefits.

5.6. Procedures

All policies and procedures of the Company will be designed to strengthen our aim to strive to be an Equal Opportunities Employer.

5.7. Recruitment and promotion

It is unlawful, unless the job is covered by the exceptions, to discriminate directly or indirectly on the grounds of sex, age, status, religion, race or disability. Consequently, the following procedures have been established in consideration of this policy.

- Applications for posts shall be given clear and accurate information about posts through advertisements, job specifications and interviews, in order to enable them to assess their own suitability for a post. Information about post shall be placed and prominently displayed, where it may reach individuals from all sectors.
- Recruitment literature shall not imply that there is a preference from one group of applicants (e.g. using a photograph of members of only one sex), unless there is a genuine occupational qualification which limits a post to a particular sex, in which case this must be clearly stated.
- However, in accordance with section 47 and 48 of the Discrimination Act 1975, the company may encourage persons of sex only for vacancies where during the previous twelve months the numbers of the opposite sex employed on that work by the company. Nonetheless, after encouraging such applications, each candidate must be considered on his/her merits and their membership of an unrepresented group shall not influence appointment.
- Advertisements and recruitment drives shall be aimed at a wide group of suitably qualified and experienced people as possible.
- All applicants shall be informed that the Company encourages equality of opportunity and operates an Equality and Diversity Policy. Such information should be conveyed on job advertisements, job descriptions and application forms.
- All personnel specifications for post shall include only requirements that are necessary and justifiable for effective performance of the job.
- All interviews shall be thorough, conducted on an objective basis, and shall deal only with applicant's suitability for the job, and ability to fulfil the job requirements. Where necessary to judge whether personal circumstances will affect the performance of the job (e.g. where it involves unsocial hours or extensive travel), this should be discussed objectively without detailed questions based on assumptions about marital status, children, domestic arrangements or racial or cultural differences. Information necessary for personnel records can be collected after job offer has been made.
- Vacancies will be advertised internally, ensuring it is possible that all staff who have the appropriate qualifications and experience may apply.

5.8. Age Discrimination Policy Statement

TRS Training will endeavour to work within the Code of Practice published by the DFEE. We are mindful that Age Discrimination could mean that we miss out on valuable skills and expertise of older or younger workers.

TRS Training Limited will ensure age is not a barrier to its recruitment policy.

5.9. Rehabilitation of Offenders ACT 1974

TRS Training will operate within the boundaries of the Act to ensure discrimination does not take place in either which covers their training plan, this gives an opportunity to promote our policy and raise awareness through focused recruitment of staff or learners to our training courses. We will ask, at the direction of the recruiting manager about criminal offences which are not spent. This information will only be accessed by the

manager / senior person whilst respecting confidentiality. The main aim of the policy is to ensure that we do not treat ex-offenders less favourably, whilst ensuring our staff / clients are not placed at risk.

5.10. Human Rights ACT 1998

TRS Training fully supports the contents of the act and welcomes the full implementation, which means cases will be heard under UK law. In particular Article 8 may have significance as it deals with the rights and respects for private and family life. We aim to ensure that all aspects regarding the Act are made available to our staff.

5.11. Sex Discrimination (Gender Reassignment) Regulations 1999

TRS Training acknowledges the above Regulations as part of its previous statement on the Sex Discrimination Act 1975. Specifically it will not discriminate against men or women, who have chosen to have gender reassignment whilst in employment or during recruitment. Harassment in any form will not be tolerated, as it would breach our current harassment policy.

5.12. Social Inclusion Policy Statement

'To create a safe secure learning environment which is free from discrimination and prejudice of any kind and which encourages and helps all learners reach their full potential'

TRS Training is aware that learners can become excluded from the learning process .We recognise that this can happen when people or areas suffer a combination of linked problems such as unemployment, poor skills or low incomes.

Discrimination can be a major factor which contributes to an individual becoming excluded due to race, age, gender or sexuality, disability, mental health, unemployment, low income, lack of basic skills, because English is not their first language, offending behaviour, homelessness or refugees. Individuals may be excluded for more than one reason. In addition to being excluded because of one or more of these factors, many live in geographic communities which are themselves deprived and experience additional discrimination because of where they live. There may be no family experience of employment.

Without support or active intervention, many vulnerable young people will grow up to be excluded adults.

TRS Training will strive to help young people to combat and overcome social exclusion in training in the following ways:

Proactive approach to the individuals barriers to be discussed at Initial Assessment stage i.e. what can we do which would make it easier for them to enter training, discuss and agree an action plan

- Recognise their achievements to date and agree their personal goals/development in small steps.
- Raise their awareness of their rights and responsibilities
- Provide the learner with support and guidance

6. Promotion

TRS will promote this policy through the follow means:

- Setting an example through our own practices, behaviours and communications
- Through our website and social media platforms
- Through induction and employer, learner and associate handbooks
- Through training to our apprentices

All apprentices will receive training on Equality and Diversity, and the contents of this policy during their induction. Their understanding, and further exploration of this subject, will take place during quarterly reviews. Further specific training will be provided to individuals at the trainer's discretion if required.

7. Staff Training

- 7.1. All staff must complete annual staff development activities in relation to equality and diversity, including staff training days, online learning and self-directed study.
- 7.2. Trainers must continually update their knowledge so that they can provide high quality and relevant advice and training to their apprentices and employers

8. Roles and Responsibilities

- 8.1. It is the responsibility of all TRS staff to adhere and promote the contents of his policy and to attend mandatory staff training, as well as keeping themselves abreast of developments within the subject area.
- 8.2. The designated safeguarding lead person is responsible for monitoring the effectiveness of the Equality and Diversity Policy, together with the overall responsibility for its implementation and supervision Where it appears that any employee/applicant, learner is not being offered equality of opportunity, the circumstance will be investigated by management, to see if there has been breach of this policy to be addressed. Appropriate action will be taken where necessary to address the breach.
- 8.3. This Equality and Diversity Policy will be reviewed annually by the designated person.

9. Policy Monitoring and reporting arrangements

- 9.1. Incidents related to equality and diversity and EDIMs will be feature of each quarterly Board meeting.
- 9.2. This policy will receive ongoing review to ensure we respond to the needs of our learners