

Equal Opportunities Policy

Equal Opportunities Statement

We are committed to encouraging equality, diversity and inclusion among our workforce and learners. The aim is for our workforce and learners to be truly representative of all sections of society, and for each employee and learner to feel respected and able to give their best.

We are fully committed to:

- Ensuring all of our employees, learners and related parties take proactive steps to reduce inequalities and promote inclusion.
- Treating all of our employees, job applicants and learners equally in all aspects of recruitment, opportunities and progression.
- Creating a working and learning environment that is free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.
- Training managers and all other employees about their rights and responsibilities under this equal opportunities, diversity and inclusion policy.
- Making opportunities for training, development and progress available to all.

We will not condone any form of bullying, harassment, or unlawful discrimination whether engaged in by employees, learners or by outside third parties who do business with us, such as clients, customers, contractors and suppliers.

Employees and learners have a duty to co-operate with us to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying.

You should report any suspected discriminatory acts or practices or suspected cases of harassment. You must not victimise or retaliate against an individual who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct.

Discrimination

You must not unlawfully discriminate against or harass other people, including current and former employees, job applicants, learners, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace and in all learning environments.

Version: 1

Date: June 2024

Review date: June 2025

The following forms of discrimination are prohibited under this policy and are unlawful:

- Direct discrimination – when someone is treated less favourably than another person because of a Protected Characteristic.
- Indirect discrimination - occurs where an individual's employment or training is subject to an unjustified provision criterion or practice which e.g. one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.
- Associative discrimination or discrimination by association – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.
- Discrimination by perception – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.
- Harassment – unwanted conduct related to a relevant Protected Characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. You may complain of such offensive behaviour even if it is not directed towards you personally.
- Victimisation – when an employee is treated less favourably because they have made or supported a complaint or raised a grievance about unlawful discrimination or are suspected of doing so.
- Disability discrimination: this includes direct and indirect discrimination, any unjustified unfavourable treatment because of something arising in consequence of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work or in completing learning because of your disability, you may contact us to discuss any reasonable adjustments that would help overcome or minimise any barriers you might face. Please see our Reasonable Adjustment policy for more information.