



Equality & Diversity Policy

The purpose of this policy is to bring together practices across the organisation relating to Equality and Diversity. To ensure that targets are monitored and recorded, inequalities in practice and procedures are addressed and eliminated to all staff to be treated fairly and for all learners to be given the opportunity to achieve their potential.

Our Commitment

Training Trust is committed to achieving equality of opportunity for all staff and learners while they are in training and will strive to provide an environment that is free from discrimination, harassment and victimisation. All employees and learners will be treated with respect and dignity, and the needs of minority and disadvantaged groups will be responded to with sensitivity, empathy and support.

In accordance with the Equality Act 2010, Training Trust encourages and supports the development of a society in which:

- 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 society, and
- there is mutual respect between groups based on understanding and valuing of diversity and on shared respect for equality and human rights.

It is Training Trust's policy to provide equality for all, irrespective of:

- Age
- Gender, gender reassignment, transgender, sexual orientation, marital or family status including pregnancy
- Disability or learning difficulty
- 'Ethnic origin, perceived 'race', skin colour, nationality or national origin
- Religion or belief, philosophical belief or no belief
- Working hours including part time workers
- Membership/non-membership of trade unions
- Family arrangements and civil partnerships
- Or any other cause leading to unfair discrimination

Personal Dignity

It is an offence for any person to harass another person by **unwanted conduct** or to make them feel that their dignity has been **offended or violated**, or that there is an **intimidating or hostile atmosphere** for them, or to make them feel that they are being **degraded or humiliated** or **being placed** in an offensive environment.

Human Rights

We believe in human rights for all those connected with this organisation and all members of society. No action shall be taken against them by any person connected with Training Trust which would devalue their contribution to society as a whole and to this organisation or lead to a loss of self-respect for them or respect for them from others.

We will comply fully with the letter and intention of all laws and directives set out at the Annex to this policy. We are committed to the fulfilment of all agreements, regulations and Acts that may have implications for our role in vocational training.

Harassment and bullying

Harassment is an unacceptable form of behaviour. All staff and learners can consider themselves fully protected this policy at Training Trust or at workplaces or work placements or at any other place where work or training takes place. The policy applies to staff and learners connected with this organisation even when they are on off-duty time. The occurrence of harassment must be reported to, without fear or favour, even if there is a separate policy in place at learners' workplaces or work placements that requires the incident to be reported to a workplace manager or supervisor. Because learners are in receipt of government funding for their training they are to be separately protected by Training Trust at all times.

What is Harassment?

It is any unacceptable or unwarranted behaviour that disrupts the quality of life or work of an individual. Although the examples set out below are not exclusive, they show types of unacceptable conduct that are completely against our policy:

- Successive or single acts of bullying
- Verbal or physical abuse
- Ill-treatment
- Any offensive or oppressive act.
- Any defamatory remark.
- Causing a person to avoid or want to avoid any social, work, or training environment through poor behaviour towards them.
- Ill-advised comments or harassment about any person's sex, sexual orientation
- (including lesbian, male homosexual or transitional sexual status), religion or belief,
- Race or ethnic origin, disability or age, marital status
- Any abuse of a position of authority by a staff member over a learner or to another staff member.
- Being under the influence of alcohol will be considered to aggravate the offence, and will not constitute an excuse for it.

Sexual harassment

Sexual harassment at work or in vocational training is now specifically defined in law. It is:

- Comments about the way you look which you find demeaning
- Indecent remarks
- Questions about your sex life
- Sexual demands by a member of your own or the opposite sex
- Any conduct of a sexual nature which creates an intimidating, hostile or humiliating working environment for you; this includes displays of pornography and Internet downloading of offensive material at work or vocational training.

Harassing Aspects of Potentially Offensive

Displayed Graphic Materials

Our policy is that it cannot be assumed that because one person does not find such material offensive, so all must put up with it. We will not put anyone in a situation in which they have to request that such items be removed. You are not to make available:

- The display of sexual material on posters or in any other form including graffiti.
- Any written or printed material intended to show that any person is inferior in any way, including any sexual or racist aspect.
- The use of 'playboy' or 'playgirl' style calendars or other potentially offensive magazines or pictures including those of a soft pornographic nature.

Managers and supervisors of learners at external workplaces or work placements are to be asked directly and without embarrassment, fear or favour to remove such items from the workplaces of government-funded learners as part of the external company's commitment to the equality of opportunity and protection from harassment. No learner will be put in a position of having to ask that material offensive to him or her be removed.

Positive attitude

The responsibility for compliance and for the positive attitude required to ensure success is laid upon all individuals within the organisation. All external persons connected with Training Trust are encouraged to hold the same responsibility and commitment.

Effective Use of Policy

A copy of our Equality & Diversity policy is issued to every learner upon our programmes. We will further more ensure that each work placement company has their own policy. Where there is no policy, ours will be issued to ensure compliance.

Right to Advice and Counselling

Training Trust will ensure that all persons have a right to advice and to legal protection.

Positive Discrimination against Gender Stereotyping and the Gender Equality Duty

All staff shall make every effort to inform learners of opportunities to break out of stereotypical roles at work. Furthermore, staff are to note the public duty placed upon them by the Gender Equality Duty which came into force in April 2007.

- Eliminate unlawful gender discrimination.
- Promote equality of opportunity between men, women, transgender and transsexual persons.
- Ensure that all employment and support requirements connected with pregnancy, care for children and family life are given the closest scrutiny to ensure fairness for all.

Race Equality Duty and Disability Equality Duty

Employers are required to commit to a policy of no racial harassment and full support for those with disabilities within the law.

Accreditation of Prior Learning and Time Off-Work for Learning

Learners' previous experience and qualifications are formally taken into account for the purposes of accreditation of prior learning for national vocational qualifications. Staff will be entitled to training for the needs of their job and also for personal development. Learners and staff will be entitled to time to study. Staff are to negotiate time off-the-job for learners to carry out personal study for their programme or for formal training sessions at work, at placement or in the Training Trust centre.

Health and Safety

All staff and learners are protected from defects in their working environments that fall below standards set out in the Health and Safety at Work Act. Full details of this are held within Training Trusts Health and Safety Policy.

Victimisation

No person, staff or learner shall be victimised as a result of them giving information about any act by a person that contravenes this Equality & Diversity policy. Persons making allegations that are proved to be false will be dealt with in accordance with the staff procedures for dismissal. Any staff member who bullies or harasses another staff member or learner who they believe has made an accusation against them, whether it be proved or not, shall be liable to dismissal. All staff will be able to report matters detailed in the Public Interest Disclosure Act 1998 without fear.

Training Trust Equal Opportunities Procedures

To protect staff and learners alike there are procedures to ensure that each person has a redress against harassment and bullying at work or during any part of training.

The facilities used by learners will be subject to regular formal review and necessary improvement. Learners are encouraged to discuss their concerns both formally and informally in private if requested.

The workplace or work placement contract procedures will be examined periodically to ensure fairness. The wording of contracts or service level agreements will contain wording, which describes the equal opportunities policy of Training Trust in an easily understandable way to any external organisation. The wording of contracts for full and part-time staff, including temporary, sessional staff and contracted consultants contains details of the policy.

The dress code will take into account concerns by any person whose religious or ethnic customs require a particular type of dress. Fasting periods and other periodic religious or ethnic requirements including time and location and privacy for prayer will also be considered on a case-by-case basis. Learners who wish to discuss issues they consider important in connection with religious festivals and celebrations should talk to the Quality and Business Improvement Manager.

Management Responsibility and Vicarious Liability

The Training Trust Chief Executive accepts full responsibility for the discharge of the various laws and Acts of Parliament. They fully understand the implications for them of vicarious liability.

Cooperation by Staff and Learners

As a part of Training Trust, you have a duty to co-operate and comply with any measures set out to improve or sustain the concept of equality of opportunity. You must report bullying and

harassment. You must not encourage or allow others by omission to carry out any discriminatory act.

The Training Trust aims to create a culture of equality and diversity for all staff and learners. We aim to address and eradicate inequalities in opportunities available to young people and to embrace diversity amongst those wishing to participate in learning.

By continuous review and revision of policies and procedures the Training Trust will ensure that learners, staff, employers and sub-contractors are equipped with the knowledge and understanding required to meet the diverse needs of the local community.

Through analysis of data the effectiveness of these policies and procedures are monitored, this information is then disseminated through staff and operational review meetings, images and marketing materials and all aspects of our work.

The Training Trust will continue to work closely with the Education and Funding Skills Agency and other providers to raise the profile of Work Based Learning amongst young people, schools, colleges, connexions and parents in order to widen participation of young people across the whole of the community. Through the use of positive images and encouraging under-represented groups we will aim to raise awareness and encourage equality in participation in our provision.

The Training Trust will review this strategy in order to meet the strategic aims of the Education and Funding Skills Agency.

Suggestions for Policy Improvement

As an employer or work placement provider, please feel free to offer suggestions on the improvement of equality opportunities systems and procedures within this organisation. We are very grateful for your co-operation.

Quality Assurance Review

This policy will be reviewed annually as part of our self-assessment process. All Queries and concerns about equal opportunities issues should be referred to the Chief Executive at the Training Trust Offices



Mark Durham
CHIEF EXECUTIVE

July 2021

Previous revision dates:

July 2020

February 2019

Annex A

Equality & Diversity Legislation

Both UK and European law has been extensively revised and improved in the last three years. The trend of wide reaching and life-changing legislation will continue into the future. Training Trust is bound by the following policies:

In the 1970's:

- Equal Pay Act 1970
- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- European Equal Treatment Directive 1976

In the 1980's:

- Copyright, Designs and Patents Act 1988
- Children Act 1989

In the 1990's:

- Disability Discrimination Acts 1995
- Employment Rights Act 1996
- Protection from Harassment Act 1997
- Treaty of Amsterdam 1997
- Public Interest Disclosures Act 1998
- Data Protection Act 2018
- Working Time Regulations 1998
- Human Rights Act 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999

In 2000:

- Part Time Workers Regulations 2000
- Race Relations (Amendment) Act 2000

In 2001:

- Special Education Needs and Disability Act (SENDA) 2001

In 2003:

- The Race Relations Act 1976 (Amendment) Regulations 2003*
- The Employment Equality (Religion or Belief) Regulations 2003*
- The Employment Equality (Sexual Orientation) Regulations 2003*
- The Disability Discrimination Act 1995 (Amendment) Regulations 2003*

In 2004:

- Gender Recognition Act 2004
- Employment Act 2002 (Dispute Resolution) Regulations 2004
- Children Act 2004

In 2005:

- Disability Discrimination Act 2005
- Employment Equality (Sex Discrimination) Regulations 2005*

In 2006:

- Equality Act 2006
- Age – Employment and Vocational Training Law – 1st October 2006
- Disability – Public Duty Code of Practice – 1st December 2006
- Racial and Religious Hatred Act 2006
- Race Employment Equality Code of Practice enforced 6th April 2006

In 2007

- Single Equalities Act – under consideration and in consultation now
- Sexual orientation workplace regulations 2006 implemented in Oct 2007
- Work and Families Act 2006 comes into force.

In 2010

- Equality Act 2010 – 9 protected characteristics

In 2011

Equality Act provisions which came into force in April 2011:

- positive action - recruitment and promotion
- public sector Equality Duty (see section below)

Ministers are considering how to implement the remaining provisions in the best way for business and for others with rights and responsibilities under the act. Their decisions will be announced in due course.

Equality Act Provisions that the government has decided not to take forward:

- public sector duty regarding socio-economic inequalities
- combined discrimination - dual characteristics

*Acts and Regulations above, marked with this symbol, are European Law. Under European laws for harassment persons accused are considered liable unless they can show they acted reasonably when they enter the court – they are not considered innocent until proven guilty.