Everything Training Consultants (ETC) recognises that discrimination is unacceptable and that the needs of all must be considered in all activities we undertake. Our aim is to ensure that equality and diversity is at the heart of everything we do.

We aim to ensure that all employees, applicants, learners and customers are treated equally regardless of their sex, age, marital status, disability, race, colour, ethnic origin, nationality, religion, sexual orientation or family status and that they are not disadvantaged by conditions or requirements which cannot be shown to be reasonable and justified.

Our monitoring arrangements will ensure that the breakdown of our workforce and of our learners reflect the demographics and diversity of the communities we work with.

All applicants, whether applicants for employment or for places on learning programmes shall be assessed solely based on their suitability, capability and qualifications to undertake the job or learning programme.

At all times, this policy and all arrangements shall operate in accordance with statutory requirements, considering all current legislation, codes of practice and guidance issued by the Equal Opportunities Commission, the Commission for Racial Equality, the Disability Rights Commission, the Department for Work and Skills, the Department for Health and other statutory bodies.

RELATED POLICIES AND ARRANGEMENTS

All employment policies and procedures have a bearing on equality of opportunity. The organisations policies and procedures will be reviewed regularly and any discriminatory elements removed.

DEFINITIONS

Direct Discrimination

Direct Discrimination occurs when a person or group is treated less favourably than others. Segregating a person or group in the basis of their race, religion, sex, sexual orientation, age or disability is unlawful. It is also unlawful to discriminate against a person on the grounds of a conviction which is spent.

Indirect Discrimination

Indirect Discrimination occurs where a condition or requirement is imposed which, although applied equally to all is such that: -

· The proportion of persons of a group who can comply with the condition or requirement is significantly smaller that the proportion of persons not of that group that comply

· The employer cannot demonstrate that the condition or requirement is justifiable based upon the needs of the job

· It is to the detriment of the individuals concerned because they cannot realistically comply with the condition or requirement

The Rights of Disabled People

ETC attaches particular importance to the rights and needs of disabled people. Under the terms of this policy, all managers and employers are required to: -

· Retain the services of an employee or learner who becomes disabled through, for example, provision of specialist equipment, training, flexible working arrangements. The Director will advise on external funding available to support and maintain disabled people in employment and learning

· Include disabled people in training and development programmes

· Give full and proper consideration to disabled people who apply for employment or learning programmes, having regard to making reasonable adjustments for their particular aptitude and ability to allow them to be able to do the job.

Victimisation and Harassment

Where a person is treated less favourably than another because he / she has asserted their rights under Acts relating to discrimination, or has helped another person to assert their rights, this is considered to be discrimination by victimisation.

ETC has a separate policy on harassment and bullying, which is issued to all employees and learners at induction and included in their handbook.

Managerial Responsibility

The responsibility for ensuring effective implementation and operation of these arrangements rests with the Director. Managers shall ensure that they and their staff and learners operate within the policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

· all staff and learners are aware of the policy, arrangements and reasons for the policy

· grievances concerning discrimination are dealt with properly, fairly and as quickly possible

· proper records are maintained

Records will be maintained relating to recruitment, selection, training & development and employment practices of the organisations that we work with (e.g. employers who are referred applicants by the recruitment team, employers with staff on learning programmes, organisations that conduct recruitment and marketing activities on our behalf, external consultants engaged by the company to deliver training and/or assessment activities).

The Quality Manager will be responsible for monitoring operation of the policy in respect of employees, job applicants and learners, including periodic centre audit.

Staff Responsibility

Whilst the responsibility for ensuring that there is no unlawful discrimination rests with management, the attitudes of staff and learners are critical to the successful operation of fair employment practices. In particular, all staff and learners should:

· comply with the policy and arrangements

· not discriminate in their day to day activities or induce others to do so

· not victimise, harass or intimidate other staff, learners or groups on the grounds specified in this policy statement

· Inform their manager, or work-placed supervisor, if they become aware of any

discriminatory practice.

Training and Development

Regular staff briefing sessions will be held on equal opportunities issues. Changes to policies or procedures, and details of new legislation, will be included in staff newsletters, minutes of meetings etc. Equality and diversity training is included in employee and learner induction programmes.

Training will be provided for managers on this policy and the arrangements for its implementation, monitoring and review. Members of staff and managers who have an involvement in the recruitment and selection process (for staff and/or learners) will receive specialist training.

New learners will be issued with a copy of their employers own equal opportunities policy. In the case of an employer not having their own policy, the Outsource policy will apply, and employers will be asked to sign up to this. All learners complete the equal opportunities flexible learning module during their first four weeks of training. Learners’ ongoing understanding of equal opportunities issues is assessed during the formal progress review that is carried out with them every twelve weeks.

Monitoring Arrangements

The company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation. Accordingly, a monitoring system will be maintained to measure the effectiveness of the policy and arrangements.

The system involves the routine collection and analysis of information on employees by gender, marital status, age, ethnic origin, qualifications, job role and length of service in current job role. Information regarding the number of staff who are registered as disabled will be maintained.

An equality and diversity focus group will meet twice annually. The group will be represented by a cross section of staff and managers from across the organisation. The group will be required to review equality and diversity data relating to the following:

· the recruitment and selection of staff and learners

· training and development opportunities offered to staff and learners

· staff and learner retention rates

· achievement rates

There will also be regular assessments to measure the extent to which the recruitment to first appointment, internal promotion and access to training/development opportunities impact on equal opportunities for all groups.

The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

Grievance and Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the company grievance procedure or policy on harassment and bullying. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the disciplinary procedure.

Review Arrangements

The policy and arrangements will be reviewed annually by the Internal Quality Manager and a Director.