



Meadowhall Training Limited Equality & Diversity Policy

Introduction

The Source Skills Academy is an organisation which provides employment and educational opportunities for people no matter what differences they may have. These include; race, disability, gender, gender reassignment, age, nationality, sexual orientation, pregnancy or maternity, religion or belief, marital or civil partnership status, or socio-economic background or class. Equally, employers may expect the same treatment from The Source, and diversity will be celebrated through all our working practices.

We believe that excellence will be achieved through recognising the value of every individual, and creating an environment that respects the diversity of staff, learners and customers which enables them to achieve their full potential.

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single act, making the law easier to understand and strengthening protection in some situations. The Act recognises the following types of discrimination:

- Direct discrimination, including associative and perception discrimination
- Indirect discrimination
- Harassment
- Victimisation
- Discrimination arising from a disability
- Failure to make reasonable adjustments

A full and detailed explanation of these can be found under the definitions section of this policy.

Policy

The Source Skills Academy strives to create an inclusive environment regardless of race, disability, gender, gender reassignment, age, nationality, sexual orientation, pregnancy or maternity, religion or belief, marital or civil partnership status, or socio-economic background or class. It is our aim to ensure all our stakeholders feel valued and empowered throughout their experience of working with us.

Responsibilities

We aim to provide an environment where inclusion is highly recognised which:

- Widens participation
- Respects personal values
- Pursues equality of opportunity
- Reflects differences in learning starting points, needs and inspirations
- Enables all learners to achieve their maximum potential

Staff are responsible for:

- Abiding by this policy at all times
- Treating everyone with respect and dignity
- Treating all individuals fairly



Furthermore, all staff will be actively encouraged to reach their full potential.

The Source will ensure:

- Recruitment of staff and learners is conducted fairly, using standard processes which will be followed at all times
- Plan good teaching techniques and use of resources to promote equality of opportunity
- Develop Teaching, learning and assessment materials free from racist, sexist and other discriminatory assumptions, images and language, with monitoring taken place through programme evaluation. We will identify these areas for development and produce plans to achieve these improvements
- Curriculum design will take full account of progression and access and the accreditation of prior learning and experience
- Any marketing material is not be biased or stereotyped in our literature or online services
- Provide opportunities for flexible learning
- Access to the building for those who need additional support will be reviewed at all times, ensuring there are no barriers in any event
- Produce statistics on staff and learners with regard to age, disability, gender and ethnicity. These statistics will be analysed to identify areas of under representation. This evidence will relate to staff recruitment and learner enrolment, retention and achievement
- By age, disability, gender and ethnicity monitoring review our recruitment and staff development policies and produce any necessary action plans
- Staff are observed to ensure Equality & Diversity is embedded in to teaching and learning, on a regular basis
- Create and maintain a productive and pleasant working environment for all its staff and visitors

Learners are responsible for:

- Abiding by this policy throughout their relationship with The Source
- Treat our staff with dignity and respect

Employers are responsible for:

- Abiding by this policy throughout their relationship with The Source
- Having their own Equality & Diversity policy in place

The Equality & Diversity committee will act as a consultation group advising on equality issues for both staff and learners. Areas for improvement within the service we offer will be discussed and investigated. The committee will consist of nominated staff members from each department.

Disability

If you are disabled or believe that you may have become disabled in the course of your employment you should inform your Line Manager. Your Line Manager will consider with you any "reasonable adjustments" to your employment or working conditions which you consider to be necessary or which you consider would assist you in the performance of your duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for your Line Manager to accommodate those proposals.



Staff need to be aware that disabilities may be visual or hidden, for example; dyslexia. Disclosures of any disability, regardless of extent, must be encouraged.

Monitoring

It is the management team who have the overall responsibility for reviewing this policy, and ensuring the terms of its operation are followed in their entirety. The management team are also responsible to ensure all staff receives annual training on Equality & Diversity. Learners will also be trained as part of their training undertaken with us.

The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action will be taken to redress the imbalance, including such measures as;

- (a) Advertising jobs in ethnic or female interest publications, as appropriate
- (b) Encouraging under-represented groups to apply for suitable posts
- (c) Making contact with disabled people via the local Job Centre

Discipline

Any display of prejudice, such as discrimination, harassment and bullying on any of the above grounds are unacceptable. Discrimination of any kind will constitute disciplinary action.

In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

No individual will be penalised for raising such a complaint unless it is untrue and made in bad faith.

Definitions

- Direct discrimination occurs when someone is treated unfairly, or less favourably than another person, because they have a protected characteristic. Direct discrimination also covers association discrimination or perception discrimination. This is direct discrimination against someone because they associate with a person who has the protected characteristic or because they are perceived to have a protected characteristic
- Indirect discrimination takes place when a provision or practice is applied that appears to affect everyone equally but which in fact puts people who share a protected characteristic at a disadvantage
- Harassment occurs when a person's behaviour creates an environment that is offensive, hostile, degrading, humiliating or intimidating for another person
- Victimisation occurs when a person experiences disadvantage because they have supported someone in making a complaint or an allegation of discrimination, or because they personally have made an allegation of discrimination
- Discrimination arising from a disability occurs when a disabled person is treated less favourably than others because of their disability
- Failure to make reasonable adjustments relates to disabled workers, and is imperative to avoid the disabled person being placed at a substantial disadvantage when compared with a non-disabled person



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