



# Equality Policy

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# Equality Policy

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## Equality Policy Statement

Eden Training is committed to delivering excellent training services in which:

- People's ability to achieve is not limited by prejudice or discrimination
- There is respect for and protection of each person's human rights
- There is respect for the dignity and worth of each person

**We believe that everyone should have an equal opportunity to participate in society, and there should be mutual respect between groups based on understanding and valuing of diversity and on shared respect for equality and human rights.**

Eden Training will treat learners, staff, applicants, carers and members of the wider community with dignity, respect and fairness. We will provide an inclusive, personalised learning environment in which learners are treated solely on the basis of their merits, abilities and potential and are valued as individuals.

Eden Training is committed to taking into account the diversity of the community we serve and seeking to reflect this in what we do. We believe our purpose, aims and values are best achieved by promoting equality of opportunity for everyone and making full use of the talents and resources of everyone connected with Eden Training.

We are committed to eliminating unlawful and unfair discrimination against people with the protected characteristics set out in the Equality Act 2010: Age, Disability, Race, Sex, Pregnancy & maternity, gender reassignment, Religion or belief and Sexual orientation.

**All staff and learners of Eden Training, external examiners, consultants, contractors and visitors to our premises have a responsibility to adhere to this policy at all times in the course of their day to day activities.**

We recognise that failure to treat others with dignity and respect need not be deliberate and that things such as insensitive remarks may be made quite unconsciously and unintentionally as a result of ignorance or lack of imagination. Nevertheless, any behaviour or actions contrary to this policy will be considered serious matters and action will be taken accordingly. Breaches of this policy by employees of Eden Training will be regarded as misconduct and could lead to disciplinary proceedings.

Through our **single equality scheme** we are committed to challenging and eliminating unlawful discrimination, harassment or victimisation or any other conduct that is prohibited under the Equality Act 2010. We will work to advance equality of opportunity and good relation between people who share a relevant protected characteristic and people who do not share it.

Signed: JA Saxon

Position: Managing Director Date: 30/8/2021

# **PART 1 Equality Policy**

## **Introduction**

Eden Training is committed to the effective implementation of this Equality Policy and Single Equality Scheme to ensure we meet our legal duties and requirements.

We also believe that our purpose, aims and values will be best achieved through taking account of the diversity of the communities we serve and promoting equality of opportunity for everyone.

Eden Training will ensure learners and staff are well informed about the importance of equality and human rights. We are concerned to promote this policy alongside a single equality scheme because we are committed to achieving a working and learning environment in which everyone is valued and respected.

Eden Training recognises that there are many aspects of diversity. In addition to the duties set out in law in relation to race, disability, sex, sexual orientation, gender reassignment, age and religion or belief, pregnancy & maternity, we recognise that other factors such as socio- economic background or status, marital / civil partnership status or family circumstances, political opinion and affiliation, physical attributes or appearance, are also important to the diverse nature of our community. When we refer to equality and diversity we seek to include all aspects and not only those set out in equality legislation.

Our aim in implementing this policy is to achieve:

- Confidence in the quality and fairness of our provision
- Satisfaction among learners and staff
- Awareness among learners and staff of the importance of equality and diversity issues
- Equality of education opportunity and achievement
- Equality of opportunity in career development for all staff
- An environment which is free from prejudice, harassment and unlawful discrimination
- Effective treatment of complaints
- A representative community of learners and staff
- An environment in which there are no unlawful differences in the experiences of learners and staff from entry to exit
- An organisation that involves people, consults on what we do and uses this information to improve provision

We will achieve this aim by:

- Embedding consideration of equality and diversity issues into all aspects of our provision
- Involving and consulting with learners, staff and others
- Providing opportunities and resources for learners and staff to engage with equality and diversity related issues
- Assessing the impact of our policies on diverse groups

- Maintaining a commitment to relevant equality initiatives such as the Positive About Disabled People disability symbol.
- Integrating equality and diversity into our quality assurance procedures; regularly monitoring and reviewing performance; reporting on achievements and taking positive action where necessary
- Providing equality of opportunity in career development for all staff
- Providing training for all staff to raise awareness of legal responsibilities and to promote good practice
- Continuing professional development, through which staff will meet their responsibilities relating to equality and diversity
- Providing an effective and trusted complaints procedure
- Treating acts of unlawful discrimination as a disciplinary offence
- Publicising and communicating Eden Training's work on equality and diversity, both internally and externally

Eden Training intends to reflect within this policy and our practices the aims of the Skills Funding Agency's Single Equality Scheme.

### **Public Sector Equality Duty**

From April 2011 a new Public Sector Equality Duty came into force. Eden Training will seek to progress through our own initiatives and in co-operation with others the aims of the new duty as set out in Part 2 in our Single Equality Scheme.

### **Links with other policies**

This policy relates to all activities associated with the business of Eden Training. Fundamental to the development and maintenance of this policy is a policy impact assessment (part of the Single Equality Scheme) undertaken in relation to the development of new policies and the review of existing Eden Training policies. Some policies have direct relevance to achieving the aims of this policy and these include:

- Access and fair assessment policy
- Confidential reporting and whistle-blowing policy
- Confidentiality policy
- Data protection policy
- Drug and Alcohol policies
- Learners with disabilities (Confidentiality) policy
- Protection of vulnerable adults policy
- Stress in the workplace policy
- Protection from Bullying and Harassment Policy

### **Organisation and leadership**

Overall and final responsibility for ensuring this policy is implemented sits with the Directors of Eden Training.

Day to day responsibility for the development, implementation and monitoring of this policy sits with the Equality & Diversity manager.

All employees of Eden Training have a responsibility to adhere to this policy at all times in the course of their day to day activities. Each staff member has a personal

responsibility to attend designated training sessions to ensure their knowledge of legislation and practice is appropriate and up to date. Actions contrary to this policy will be regarded as serious misconduct and may lead to disciplinary action, including dismissal.

All visitors, external verifiers, consultants and contractors will be made aware of this policy and are expected to adhere to it.

Eden Training accepts that failure to treat others with dignity and respect can happen unintentionally. However, the impact of wounding remarks or insensitive behaviour can still have a significant impact on the recipient. For this reason we will act when made aware of any behaviour or actions that are contrary to this policy. The implication for learners includes the option in some cases of being exited from a course of study.

### **Leadership and communication**

The directors of Eden Training are fully committed to resourcing and implementing this policy and intend to demonstrate this active commitment through being seen to take a lead in promoting the values of equality and diversity.

It is the intention of the directors to develop and maintain appropriate systems to communicate through the management structure relevant information relating to Equality and Diversity, and to effectively involve staff at all levels.

The directors of Eden Training intend to ensure that Equality and Diversity considerations are integral to the process of business decision making.

Because Eden Training is a small company it should be relatively easy to facilitate two-way communication in relation to matters of Equality and Diversity. All staff in whatever position are encouraged to participate in regular discussions on Equality and Diversity matters at staff meetings and to bring to the attention of the managers or directors any concerns they have regarding the effective implementation of this policy.

The directors will monitor and review with the senior management team the effectiveness of this policy.

### **Legal requirements**

Current equality laws protect people from discrimination on the basis of nine protected characteristics:

- Age
- Disability
- Race (including ethnicity and nationality)
- Religion or belief (including no religion or belief)
- Sex
- Gender reassignment
- Sexual orientation
- Pregnancy & maternity
- Marriage / Civil partnerships

These laws protect staff, people on vocational training programmes, learners and people using the services or facilities of the organisation, including parents or visitors.

The Equality Act 2010 recognises the following types of discrimination:

- **Direct discrimination** is when a person is treated unfairly or less favourably than others in comparable circumstances because they have a protected characteristic. This often arises because of assumptions, stereotyping or prejudice.

The Act extends the definition of direct discrimination to cover **association discrimination** or **perception discrimination**. This is direct discrimination against someone because they associate with a person with a protected characteristic or direct discrimination against someone because they are perceived to have a protected characteristic.

- **Indirect discrimination** is when a provision, criterion 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** happens when someone behaves in such a way that their conduct has the purpose or effect of creating an environment that is offensive, hostile, degrading, humiliating or intimidating for a person, where this is:
  - Related to a protected characteristic (except pregnancy & maternity and marriage / civil partnerships) or
  - Of a sexual nature (sexual harassment – can include unwelcome sexual advances, touching, sexual jokes, displaying pornographic photo's / drawings, sending e-mails of a sexual nature etc.), or
  - Where a person is treated less favourably because they have either submitted to or rejected sexual harassment, or harassment related to sex or to gender reassignment (known as consequential harassment).
- **Victimisation** is when a person is treated less favourably or experiences disadvantage because they have taken action in respect of discrimination, for example bringing a complaint or supporting someone in making a complaint or an allegation of discrimination.
- **Discrimination arising from a disability** happens when a person with a disability is treated less favourably because of something connected to their impairment.

Failure to make reasonable adjustments is a type of discrimination unique to disability characteristics and relates to an organisation recognising that in order to achieve equality of outcome, and avoid someone with a disability from being placed at substantial disadvantage when compared to a non disabled person, reasonable adjustments may be necessary.

Further information can be found in Appendix A

## **If things go wrong**

Eden Training takes any allegation of discrimination, bullying or harassment very seriously.

There is a separate policy covering Bullying and Harassment which includes what will happen if bullying or harassment occurs.

Appropriate disciplinary action will be taken in relation to incidents resulting in sanctions up to and including being exited from a course of study or dismissal from Eden Training.

### ***Learners***

Any learner who feels they have experienced or witnessed unfair treatment, discrimination, harassment, bullying, intimidation or abuse should raise the matter with their tutor, a senior manager or the Equality and Diversity manager.

### ***Staff***

Any staff member who feels they have experienced or witnessed unfair treatment, discrimination, harassment, bullying, intimidation or abuse should raise the matter with their line manager, senior manager or the Equality and Diversity manager.

### ***Any other person affected***

If anyone involved with Eden Training or affected by our activities feels they have experienced unfair treatment, discrimination, harassment, bullying, intimidation or abuse, they should raise the matter with the quality manager or Equality and Diversity manager or follow the complaints procedure.

Any person who wants to make a comment regarding Eden Training's Equality Policy or Single Equality Scheme should contact the Equality and Diversity manager.

## **Investigation of incidents**

Eden Training is committed to making sure that any complaint or grievance about discrimination is properly handled as we believe this is central to good practice in equality.

We will ensure that all staff are familiar with the procedure through induction and know:

- what they should do if they experience discrimination
- how complaints will be investigated
- how long investigations are expected to take.

The purpose of having this policy is to provide guidance and clarity about what is expected which should reduce the likelihood of incidents of discrimination happening.

Any incident of discrimination should be reported to the Equality & Diversity manager who is responsible for ensuring the matter is investigated. This is primarily to prevent it happening again but also to see what lessons can be learned for the future.



Any investigation will consider not just what happened but what the underlying causes might be. The primary focus will be the effect the incident or behaviour has on the subject of this behaviour and ensuring that appropriate support is offered. The process for investigation will include:

- Information gathering
- Analysis of the information to identify what happened and why
- Recommendation for action

All investigation findings will be considered by the directors and senior management team.

### **Monitoring and review**

The Equality Policy is a working documents and therefore subject to constant review. The process for agreeing updates and actions is through the senior management team which meets regularly.

Eden Training will continually monitor the impact of this policy and is committed to analysing and publishing the results. Where required we will take positive corrective action.

The Equality & Diversity manager is responsible for monitoring the effective development and implementation of the Equality Policy, and for investigating any incidents relevant to it. Accountability is to the Managing Director.

Eden Training's annual self assessment report will include an equality and diversity report.

### **Annual report**

Eden Training's Equality Policy will be reviewed at least annually. This will include a review by the Directors and senior management team of the effectiveness of the policy and implementation.

### **Publishing our Equality Policy**

Eden Training will communicate our Equality Policy through displaying the Equality Policy Statement within Eden Training buildings and on our website. Information about our equality policy will be included within pertinent promotional materials and course publications.

### **Collection and use of information**

Equality monitoring will be used to highlight possible inequalities; investigate their underlying causes; with the aim of removing unfairness and disadvantage where it is found. Where possible when collecting information our intention is to use categories (e.g. ethnicity) which are consistent with the Office for National Statistics. This makes it easier to benchmark and make comparisons with things such as the national census and other research.

When collecting information our preferred method will be self classification whenever this is possible.

Equality & Diversity will become an increasingly important part of Eden Training's quality assurance processes and in our self assessment process (SAR). We will ensure the SAR process is as robust as possible in identifying and addressing issues of equality and diversity.

Information gathered will include the make up of the staff group in relation to the equality areas. Learner information will be broken down using the different equality areas.

Where there is sensitivity in relation to the collection, sharing and use of information judgements will be made about whether and how monitoring will best be achieved. The main aim will remain to seek to ensure no unlawful discrimination, whether deliberate or unknowing takes place.

We will consider all the information available at least annually to determine how it can be improved and how it will best be used to make a positive difference.

### **Specific equality areas and proposed activities**

Where pertinent we will use an employment advisor, Ellis Whittam to update our policies and practices to ensure they are up to date and comply fully with equality legislation.

#### Age

- We will continue to review our recruitment, retention, promotion and training policies to ensure there is no discrimination on the grounds of age.
- We will continue to consider the best ways to ensure the recruitment and training of learners is fair and no unlawful discrimination takes place

#### Race

- Our intention during the period of this policy is to ensure we properly understand the information we are collecting in order to influence any changes that may be indicated. These will be included in an action plan and implemented as soon as possible.
- We will continue to use positive images of a diverse learner population in our promotional and other material.

#### Religion or belief

- We will ensure there is an awareness of and sensitivity towards religious practices and festivals
- During the period of this policy we will consider whether and how to collect information about the religion and belief of learners and staff and the best way to use this information to ensure no unlawful discrimination takes place

## Disability

- We will continue our commitment to the two ticks Positive about Disabled People scheme.
- We will ensure we assess appropriately learners who may have additional learning needs and ensure learners with disabilities wanting to undertake training are not disadvantaged by providing services in a way that identifies and meets individual support needs.

## Gender / Gender Identity

- One of our key aims is to build on the work we are doing to attract male learners in to the Early Years field.
- As we deliver business skills we will consider whether there are distortions in the recruitment or retention of male or female learners in relation to research and other available data. If changes are required we will include this in our action plan.

## Sexual orientation

- During the period of this policy we will consider what information is required in order to ensure unlawful discrimination does not take place

## Gender reassignment

- We will develop as soon as possible a policy that sets out how we will deal with circumstances where a learner says they are considering, are undertaking or have undergone gender reassignment.

## References

Equality and Human Rights Commission

<http://www.equalityhumanrights.com>

Education and Skills Funding Agency's Equality Policy guidance

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

**Signed:** JA Saxon                      **Date:** 1/8/2020

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