

Equality and Diversity Policy



**The Link Training
Academy**

Equality and Diversity

The Link Training Academy intends to help everyone by creating a positive and full inclusive learning/working environment, celebrating the rich diversity of all, where discrimination, harassment and bullying and prejudice will not be tolerated.

This means that everyone will be treated equally, their differences respected and their learning needs met. This will be achieved by ensuring that we all:

- Respect individual needs and differences
- Do not accept bullying and harassment either personally or to others.
- Be aware of body language and avoid invasion of personal spaces
- Think before we speak to ensure we don't offend those who make up our training community.
- We will ensure that equality matters are actively promoted throughout all of our services and activities.
- We are firmly opposed to any form of discrimination and are committed to taking positive action where necessary to minimise the impact of disadvantages.
- We are committed to challenging and preventing discrimination.
- We believe in respecting diversity and difference, and encouraging good relations between all the people who learn or work with us.
- We want all students and staff to be treated with respect and dignity and will promote a positive learning and working environment free from any form of discrimination, harassment or victimisation. Our aim is to create an environment where issues of stereotyping and discrimination can be discussed openly.

EXAMPLES OF DISCRIMINATORY BEHAVIOUR

- Comments about physical appearance
- Behaviour that excludes, disadvantages or isolates someone
- Being leered at or touched or subjected to any unwanted
- Sexual behaviour
- Pornographic or sexual images being displayed
- Racist literature, language or behaviour
- Offensive or abusive graffiti
- Suggestive or offensive remarks (which may be in a language other than the victim's own) – including email, internet messaging, text messages or websites
- Aggressive or demeaning language or behaviour
- Jokes about gender, colour, ethnicity, sexuality or disability

Underpinning Legislation

- Race Relations Acts (1976 and 2000)
- Sex Discrimination Acts (1975 and 1986)
- Disability Discrimination Acts (1995 and 2001)

- Work and Families Act (2006)
- Age Discrimination Legislation (2006)
- Religion or Belief (2003)
- Sexual Orientation (2003)
- Human Rights Act (1998)

If at any time you feel that your equal opportunities are being threatened then:

- Approach a member of staff
- Talk to any member of staff in confidence.

OUR COMMITMENT

We are committed to ensuring that learners and staff who join us feel valued, welcome and able to participate in as constructive a way as possible.

We will take reasonable measures where we can to remove any barriers that may stop people joining our programmes.

We will try to reinforce the message as often as we can that all our staff, partners and learners who use our programmes should value and embrace diversity.

All learners on all of our programmes should feel able to be listened to if they have a concern about discrimination or harassment. They should be able to do this without fear of being victimised.

Staff and those who work with our partners will be made aware of the key issues that need to be understood if we are to make valuing diversity a reality. We will offer training to staff to help them to widen participation on our programmes.

We will aim to make sure that our staff and those acting on our behalf do not unlawfully discriminate against harass or victimise any person joining, or looking to join one of our programmes.

We will try to treat all staff and learners fairly and equally and will try to do more than simply comply with the law.

We will collect information from those joining or looking to join our programmes to make sure we are not discriminating. We will look regularly at this information to see what changes can be made to the way we do things in order to improve.

RESPONSIBILITIES

The head of centre has overall responsibility for ensuring The Link Training Academy operates within a framework of equality of opportunity and diversity, ensuring the policy is followed with a high profile lead on equality and diversity matters.

The management team will undertake Equality and Diversity management. They shall be responsible for the promotion of Equality and Diversity, the formulation of policy, procedures and any action plans where appropriate.

In particular the management team will:

- Assess the impact of its policies on the users from different gender, racial and disability groups.
- Have regard to social inclusion and community cohesion.
- Endeavour to recruit staff to match the equality profile of our learners.

SCOPE OF POLICY

- Advertising
- Selection
- Appointing
- Training and development
- Terms and conditions of employment/engagement
- Managing
- Monitoring
- Promoting
- Discipline

The academy will retain up to date policies and ensure staff and users receive appropriate copies of the policies either in large font or on coloured paper to suit individual requirements.

Documents regularly reviewed and updated by the Management team are:

- Equality and Diversity Action Plans
- Equality and Diversity Promotional Plans
- Training programmes for staff and learners

MONITORING

We are committed to monitoring the effectiveness of the equality and diversity policy and the associated harassment procedure. We undertake to regularly review all our policies, procedures and practices in relation to recruitment and selection, terms and condition of employment, learning and development opportunities, career development, promotion and grievance and discipline to ensure they comply with any legislative changes and good practice. We will endeavour to identify and take all steps necessary to eliminate any unjustified discrimination or victimisation which is revealed by the monitoring process and action which is required to achieve our commitment and vision for equality and diversity.

How we make sure our Equality and Diversity policy is working;

- We comply with all relevant anti-discriminatory law relating to Gender, Disability and Race and promote racial awareness amongst staff, learners and subcontractors.
- We strive to identify and remove any artificial, arbitrary and unnecessary barriers.
- We have robust complaints, grievance and harassment procedure and an appeals procedure that are understood by staff, learners and subcontractors.
- We use progress reviews as an opportunity to ask learners about their experience during training and at work and monitor how employers promote equal opportunities within the workplace.
- We will collect and analyse recruitment data to identify trends and check that the recruitment process is fair and reliable.
- We will offer appropriate support to meet individual needs.
- We will make every effort to secure employment for learners where their cultural values and religious beliefs will be respected.
- We assess how we can widen participation of under-represented groups by consulting with community leaders and the Children's Trust Board, targeting schools, developing special promotional materials and discouraging employers from gender stereotyping within occupational areas.
- We will raise awareness and understanding amongst staff and learners and provide training in order to promote greater understanding of our diverse and multicultural society.
- We will provide access to our training centre and facilities to staff and learners with physical disabilities.
- We will ensure that any materials or methods used for marketing our services or for training and assessment do not, by their nature unfairly discriminate against a particular individual and do not promote stereotypes.
- We vet all employers and subcontractors to ensure that learning environments are free from barriers, anti-discriminatory practice and that learners will be treated fairly and with respect and monitor this on an on-going basis.