

UKTD Equality & Diversity Policy

Issued By: Rosemary Brooks on behalf of UKTD	Issue No: 2	Date of Issue:
Approved by:	Signature	Date

The aim of this policy is to communicate the commitment of UK Training & Development to the promotion of equality of opportunity to all. We promote inclusion, respect, fairness and the rights of the individual. We oppose prejudice, discrimination, harassment and unfairness of any kind. At UKTD, we treat people as individuals, and do all that we can to support them in reaching their goals.

We celebrate diversity

We recognise that each person is different and we value these differences.

We are working to make UKTD a diverse environment with people from all minority groups represented.

We are working to increase the participation of minority groups across our sectors of delivery.

We promote UK Training & Development to:

People from different ethnic and religious backgrounds

Females and males

People with or without disability

People from different age groups

This policy applies to you!

...and everyone else connected with UK Training & Development. This means our learners, management, staff, employers and anyone we ask to work with us.

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The Opportunities for inclusion of Equality & Diversity across apprenticeship delivery are highlighted below.



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The principles outlined in this policy will apply to recruitment, training, promotion, dismissal and to all other processes, terms and conditions of employment.

It is our policy to provide employment equality to all irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, learners and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

UKTD is committed to the Every Child Matters (ECM) principles and we actively adopt these by assisting and enabling our learners to achieve the stated five areas of focus:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

Equality commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

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Implementation

The UKTD Managing Director has specific responsibility for the effective implementation of this policy. We expect all our managers and employees to abide by this policy and help create the environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to all employees, learners and job applicants and relevant others (the employers of learners, contract staff)
- Incorporate specific and appropriate duties and responsibilities in respect of this policy into the job descriptions and work objectives of staff
- Provide equality training and guidance as appropriate including training on induction and management courses
- Ensure that those who are involved in training and assessing learners, recruiting new staff and promoting the organisation are trained in non discriminatory selection and assessment techniques
- Incorporate equal opportunities information into general internal communications and external promotional materials including staff and employer newsletters and our company website
- Obtain commitment from other persons, organisations, subcontractors and our employer base that they too will comply with the policy in their dealings with our organisation and our workforce

Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our Equality & Diversity policy. The effectiveness and relevance of our Equality & Diversity policy will be reviewed regularly and actions and developments taken accordingly.

UKTD will maintain a focus group to review Equality of provision, resources, targeting and policies, drawn from the Company staff, who will meet monthly.

The aim of the focus group will be:

- To make E&D meaningful to all UKTD staff, learners and employers and in house assessors.
- To be the points of contact for anyone wanting to talk about Equality & Diversity or report an issue.
- Provide training and discussion groups for staff.

Company targets will be set each contract year and monitored against participation on a monthly basis for industry participation in gender, ethnic minorities, age, learning difficulty and disability.

Each quarter performance reports will be run on retention and achievement of the same groups of learners.

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Staff will be monitored across the same criteria to see a reflection in the learners and staff populations.

All Company targets will be based on research into the local population, industry statistics and UKTD achievement from the previous year.

Complaints

Employees or learners who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available on the Company intranet. All complaints of discrimination will be dealt with seriously, promptly and confidentially. In addition to our internal procedures employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal. Employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedure first. Every effort will be made to ensure that employees who make a complaint are not victimised or unfairly treated as a consequence. Any additional complaint of victimisation will be dealt with seriously, promptly and confidentially.

Further information on related policies including; grievance procedures, Safeguarding, Recruitment and selection policies, employer responsibilities, learner agreements etc are available on the Company intranet.