

EQUALITY AND DIVERSITY POLICY

1. Aims

- The Equality and Diversity Policy seeks to ensure that Training Strategies Ltd is fully committed to ensuring equality of opportunity and fairness in all areas of employment and education, and in recognising the value of diversity.
- Training Strategies Ltd believes its people and its learners are the key to its effectiveness.
- To be successful Training Strategies Ltd aims to appoint, develop and motivate people and create a working environment which encourages high performance, trust and co-operation between individuals and teams. Equality and diversity is fundamental to the achievement of this aim.
- Training Strategies Ltd will both as an employer and as a provider of education and training work towards eliminating unlawful discrimination, harassment or victimisation on the grounds of each of the nine 'protected characteristics' outlined in the Equality Act 2010 and will work towards eliminating discrimination on the grounds of a perceived or associative protective characteristic; thereby promoting an environment where all individuals feel valued, safe, included and respected.
- Training Strategies Ltd will continually strive to enhance its 'positive environment' by valuing difference and recognising that people with different backgrounds, experience, skills and attitudes introduce new ideas and develop increased awareness, understanding and harmony within the Training Strategies Ltd community.
- Training Strategies Ltd has a clear mission and clear values which incorporate equality and diversity.

- Training Strategies Ltd will through its commitment to equality and diversity ensure that all individuals are able to achieve their full potential and realise their personal goals irrespective of:
 - ❖ Age
 - ❖ Disability
 - ❖ Gender reassignment
 - ❖ Marriage and civil partnership
 - ❖ Pregnancy and maternity
 - ❖ Race
 - ❖ Religion or belief
 - ❖ Sex
 - ❖ Sexual orientation

- Training Strategies Ltd staff recruitment and selection process, policies and practice are designed to ensure that when employment decisions are made they are based solely on the skills and qualities required for the position and comply with all relevant employment legislation and best practice standards.

2. Scope

The Equality and Diversity Policy applies to all members of Training Strategies Ltd including:

- ❖ potential employment applicants,
- ❖ all employees, consultants and agency workers
- ❖ potential learner applicants applying for courses at Training Strategies Ltd
- ❖ all learners
- ❖ third party partners/contractors, and visitors to Training Strategies Ltd.

3. Responsibilities

Training Strategies Ltd's corporate responsibilities, together with the responsibilities of individual members of Training Strategies Ltd, are explained below:

- All employees, consultants and agency workers at Training Strategies Ltd have responsibility to comply with the Equality and Diversity Policy.

- The Policy forms part of the formal contract of employment for staff, failure to comply could result in disciplinary proceedings. In certain circumstances, a breach of the Equality and Diversity Policy may constitute a criminal offence and Training Strategies Ltd may be required to report the matter to the police.

Staff responsibilities:

- ❖ treat all individuals fairly, with dignity and respect
- ❖ comply with all Training Strategies Ltd policies, best practice standards and promote an environment where everyone feels safe, supported and included
- ❖ report all incidents where a breach of equality and diversity has occurred
- ❖ comply with all equality and diversity initiatives
- ❖ promote the principles of equality and diversity to other staff and students

Manager/Supervisory responsibilities:

- ❖ foster a Training Strategies Ltd environment free of bullying, harassment and discrimination
- ❖ take appropriate action in accordance with Training Strategies Ltd policies and procedures in circumstances where a breach of equality and diversity has occurred
- ❖ not discriminate unfairly in the way a service on behalf of Training Strategies Ltd is provided or services procured
- ❖ not discriminate unfairly if involved in the recruitment, promotion and management of staff, or in the selection and supervision of students
- ❖ promote the principles of equality and diversity to other staff and students

Learner responsibilities:

- ❖ treat all individuals fairly, with dignity and respect
- ❖ comply with all Training Strategies Ltd policies, best practice standards and promote an environment where everyone feels safe, supported and included
- ❖ report all incidents where a breach of equality and diversity has occurred
- ❖ comply with all equality and diversity initiatives
- ❖ promote the principles of equality and diversity to other learners

Training Strategies Ltd Partners/Third Party Contractors

All Training Strategies Ltd partners/Third Party Contractors are expected to comply with the Equality and Diversity Policy.

It is a requirement of staff to bring to the attention of all Training Strategies Ltd Partners/Third Party Contractors Training Strategies Ltd Equality and Diversity Policy and seek assurance regarding the third party organisations approach to equality and diversity in the workplace.

4. Implementation

- All learners are encouraged to participate in learning programmes which reflect and value people regardless of marital and civil partnership, pregnancy and maternity, family responsibilities, sex, sexual orientation, race, religion or belief, gender reassignment, disability, age, socioeconomic/geographic factors so as to:
 - ❖ foster harmony, understanding and support
 - ❖ enable learners to recognise and counter all forms of prejudice and
 - ❖ enable learners from across the learning community to take part in learning programmes

- Training Strategies Ltd staff development programme and learner curriculum will allow for a wide range of teaching methods and resources to promote inclusivity and sensitivity to issues of equality and diversity and the opportunity for staff and learners to have equality of opportunity to achieve their potential whilst setting deliberate goals that look beyond Training Strategies Ltd experience into the post-Training Strategies Ltd world.

- All members of Training Strategies Ltd community are required to promote equality of opportunity and recognise the value of diversity. Training in equality and diversity will be provided to employees and learners to achieve this aim.

- Training Strategies Ltd ensures that equality and diversity are threaded through all staff development activities, included in corporate induction package and promoted visibly through Training Strategies Ltd values within learning, teaching, assessment and support.

- Training Strategies Ltd will use Onefile and Training Strategies Ltd newsletter to promote equality and diversity, share good practice and success, provide useful information and links to other websites and information sources and raise topical and relevant issues.

- Training Strategies Ltd will seek the opinions of staff, learners and external partners to inform of potential opportunities to improve Training Strategies Ltd practices.

- Training Strategies Ltd will continue to develop and strengthen engagement with community groups to ensure a full understanding is achieved for learners and staff of minority group issues.

- Training Strategies Ltd will look to develop new ways in which it can promote its ongoing commitment to inclusivity where all individuals are treated fairly and with respect.

- Training Strategies Ltd will formally record and publicise in accordance with statutory requirements information to comply with the Equality Act 2010 public sector general equality duties.

5. Monitoring and Review

- The Equality and Diversity Policy will be reviewed annually. On occasion an earlier amendment may be required to reflect a legislative change, best practice standard or Training Strategies Ltd procedural amendment.
- Training Strategies Ltd will as part of its daily business monitor key areas, review policies and procedures, ensure effective and proportionate equality impact assessments, and identify areas of improvement for consideration and incorporation within the Equality and Diversity Action plan.
- Training Strategies Ltd will also identify strategies to reduce any identified achievement shortfalls or areas of underrepresentation, thereby ensuring all staff and learners attain maximum benefit and Training Strategies Ltd is representative of the community that it serves.
- This Policy should not be read in isolation, but as an overarching policy that impacts on all relevant Training Strategies Ltd employment and learner policies
- The effectiveness of this policy in terms of both content and implementation, will be judged through monitoring and evaluation and will be reviewed annually.

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Lead	MATTHEW LYNCH QUALITY DIRECTOR
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