



Equality and diversity Policy

Talented Training Limited Business Plan embraces equality and diversity through its aims, which are reflected in the objectives and actions as set out in the range of plans and strategies the company produce. This is in line with the Equality Act 2010

The overall aim of this policy is to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote equality of access; and
- Promote good relations between diverse communities
- To join and interact with Safeguarding of the learner

Within this we also have included the requirements of safeguarding, grievances and complaints and data protection, which are noted within the relevant policies and procedures.

Talented Training Limited recognizes that discrimination is unacceptable and that the needs of all must be taken into account in all activities we undertake. Our aim is to ensure that equality and diversity is at the heart of everything we do.

The Legal Framework

Talented Training Limited acknowledges its responsibilities as set out in the Equality Act 2010. The Equality Act was introduced on 1st October 2010. It brings together over a hundred separate pieces of legislation, providing a legal framework to protect the rights of individuals and advance equality of opportunity for all.

The nine main pieces of legislation that have been merged are:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Age) Regulations 2006
- The Equality Act 2006, Part 2
- The Equality Act (Sexual Orientation) Regulations 2007
- The formulation of Prevent

We will ensure that our policies and procedures are compliant with the above legislation and Codes of Practice and guidance published by national equalities bodies and Commissions. We aim to ensure that all employees, applicants, learners and customers are treated equally regardless of their sex, age, marital status, disability, race, colour, ethnic origin, nationality, religion, sexual orientation or family status and that they are not disadvantaged by conditions or requirements which cannot be shown to be reasonable and justified.

Our monitoring arrangements will ensure that the breakdown of our workforce and of our learners reflect the demographics and diversity of the communities we work with. All applicants, whether applicants for employment or for places on

learning programmes shall be assessed solely on the basis of their suitability, capability and qualifications to undertake the job or learning programme.

At all times, this policy and all arrangements shall operate in accordance with statutory requirements, taking into account all current legislation, codes of practice and guidance issued by the Equal Opportunities Commission, the Commission for Racial Equality, the Disability Rights Commission, the Department for Work and Skills, the Department for Health and other statutory bodies.

Access to this policy

This document can be made available in other languages. Reference is made within this policy to other related Talented Training Limited Policies and Plans. These can also be obtained from the address below.

RELATED POLICIES AND ARRANGEMENTS

All employment policies and procedures have a bearing on equality of opportunity. The organisations policies and procedures will be reviewed regularly and any discriminatory elements removed.

DEFINITIONS

Direct Discrimination

Direct Discrimination occurs when someone is treated less favorably than another person because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (discrimination by association below).

Discrimination by association

Applies to race, religion or belief and sexual orientation, age, disability, gender reassignment and sex. This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination

Applies to age, race, religion or belief, sexual orientation, disability, gender reassignment and sex. This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect Discrimination

Indirect Discrimination occurs where a condition, rule, policy or practice is imposed which, although applied equally to all is such that:-

- The proportion of persons of a group who can comply with the condition or requirement is significantly smaller than the proportion of persons not of that group that comply
- The employer cannot demonstrate that the condition or requirement is justifiable based upon the needs of the job

- It is to the detriment of the individuals concerned because they cannot realistically comply with the condition or requirement

Indirect discrimination applies to age, race, religion or belief, sex, sexual orientation and marriage, civil partnership, disability and gender reassignment.

The Rights of Disabled People

Talented Training Limited attaches particular importance to the rights and needs of disabled people. Under the terms of this policy, all managers and employers are required to:-

- Retain the services of an employee or learner who becomes disabled through, for example, provision of specialist equipment, training, flexible working arrangements. The Director for Quality and Standards will advise on external funding available to support and maintain disabled people in employment and learning
- Include disabled people in training and development programmes
- Give full and proper consideration to disabled people who apply for employment or learning programmes, having regard to making reasonable adjustments for their particular aptitude and ability to allow them to be able to do the job.

Victimisation and Harassment

Where a person is treated less favorably than another because he / she has asserted their rights under Acts relating to discrimination, or has helped another person to assert their rights, this is considered to be discrimination by victimisation.

The Equality Act puts a duty on Talented Training Limited to make reasonable adjustments for our staff to help them overcome disadvantage resulting from impairment. Talented Training Limited fully complies with the Equality Act ensuring that candidate's health is not discussed prior to offering employment, ensuring that job descriptions do not discriminate either directly or indirectly arising from an applicant having a disability.

Talented Training Limited has a separate policy on harassment and bullying, which is issued to all employees and learners at induction and included in their handbook.

Harassment

Harassment is "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual"

Harassment applied to all protected characteristics except for pregnancy and maternity, marriage and civil partnership. Employees are able to complain of behavior that they find offensive even if it is not directed at them and the complainant need not possess the relevant characteristic themselves. Employees are also protected from harassment because of perception and association.

Third party harassment

This likewise applies to sex, age, disability, gender reassignment, race, religion or belief and sexual orientation and also this activity by any third party which could be a tradesman or other person working with Talented Training limited.

The Equality Act (October 2010) makes Talented Training Limited responsible to ensure that harassment of our employees by people (third parties) who are not employees of the company, such as customers or clients does not occur. Talented Training Limited are liable when harassment has occurred on at least two previous occasions, Talented Training Limited are aware that it has taken place, and has not taken reasonable steps to prevent it from happening again.

Gender reassignment

Talented Training Limited provides protection for transsexual people. A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. An employee does not need to be under medical supervision to be protected. Talented Training Limited will not treat transsexual people less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because they were ill or injured

Managerial Responsibility

The responsibility for ensuring effective implementation and operation of these arrangements rests with the Managing Director. Managers shall ensure that they and their staff and learners operate within the policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all staff and learners are aware of the policy, arrangements and reasons for the policy
- grievances concerning discrimination are dealt with properly, fairly and as quickly possible
- proper records are maintained

Records will be maintained relating to recruitment, selection, training & development and employment practices of the organisations that we work with (e.g. employers who are referred applicants by the recruitment team, employers with staff on learning programmes, organisations that conduct recruitment and marketing activities on our behalf , external consultants engaged by the company to deliver training and/or assessment activities).

The Director will be responsible for monitoring operation of the policy in respect of employees, job applicants and learners, including periodic centre audits.

Equality and Diversity in Procurement and Contracting

In addition to complying with national and EU Public Procurement legislation, the Company aims to:

- Ensure that any Sub contractors, suppliers, volunteers, freelance workers and partners are aware of our position on equality and are clear about their obligation to provide services that are free from discrimination, harassment or victimisation;

- Recognise and promote the application of national guidelines and advice, in line with our own procedures;
- Make sure that our selection and processes positively address and include equality considerations that are in line with the procedures mentioned above;
- Provide training for relevant staff in equalities issues for procurement of work for us.
- We will provide where required trained staff where the job or project requirement may be in line with the Gender needs EG Nunn's or religious or faith requirements or say Shelters due to domestic violence or prison's.

Staff Responsibility

Whilst the responsibility for ensuring that there is no unlawful discrimination rests with management, the attitudes of staff and learners are critical to the successful operation of fair employment practices. In particular all staff and learners should:

- comply with the policy and arrangements
- not discriminate in their day to day activities or induce others to do so
- not victimise, harass or intimidate other staff, learners or groups on the grounds specified in this policy statement
- inform their manager, or work-placed supervisor, if they become aware of any discriminatory practice.

Training and Development

Regular staff briefing sessions will be held on equal opportunities issues. Changes to policies or procedures, and details of new legislation, will be included in staff newsletters, minutes of meetings etc. Equal opportunities training is included in employee and learner induction programmes.

Training will be provided for managers on this policy and the arrangements for its implementation, monitoring and review. Members of staff and managers who have an involvement in the recruitment and selection process (for staff and/or learners) will receive specialist training.

New learners will be issued with a copy of their employers own equal opportunities policy. In the case of an employer not having their own policy, the Talented Training Limited policy will apply, and employers will be asked to sign up to this. All learners complete the equal opportunities flexible learning module during their first four weeks of training. Learners' ongoing understanding of equal opportunities issues is assessed during the formal progress review that is carried out with them every twelve weeks.

Monitoring Arrangements

The company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be maintained to measure the effectiveness of the policy and arrangements.

The system involves the routine collection and analysis of information on employees by gender, marital status, age, ethnic origin, qualifications, job role and length of service in current job role. Information regarding the number of staff who are registered as disabled will be maintained.

An equality and diversity focus group will meet twice annually. The group will be represented by a cross section of staff and managers from across the organisation. The group will be required to review equality and diversity data relating to the following:

- the recruitment and selection of staff and learners
- training and development opportunities offered to staff and learners
- staff and learner retention rates
- achievement rates

There will also be regular assessments to measure the extent to which the recruitment to first appointment, internal promotion and access to training/development opportunities impact on equal opportunities for all groups.

The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

Grievance and Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the company grievance procedure or policy on harassment and bullying. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the disciplinary procedure.

PREVENT

To make sure that no harassment or bullying or items that disturb or demean the British Citizenship or rights to the person are infringed by any parties. The Prevent Duty is not about preventing students from having political and religious views and concerns but about supporting them to use those concerns or act on them in non-extremist ways

The Counter Terrorism and Security Act 2015 has introduced the Prevent Duty for various bodies including all FE colleges, adult education providers and independent learning providers with SFA funding or with over 250 students enrolled from 1st July 2015 and Ofsted are already including an assessment of its implementation in their inspections. The Prevent Duty has "due regard to the need to prevent people from being drawn into terrorism" Counter Terrorism and Security Act 2015: Part 5, Chapter 1, Section 26

Review Arrangements

The policy and arrangements will be reviewed annually by the Board of Directors.

How to provide feedback

The Company welcomes your feedback (comments, compliments and complaints) on how well we are implementing this policy in the services we deliver to the public.

For general comments and compliments, or if you believe that you have been the subject of unlawful discrimination, harassment or victimisation by the Company then you should contact us by: E-mail to mario@talentedtraining.co.uk

All feedback will be handled in accordance with the Company's Data Protection Act Procedure. If someone believes that a Member of staff has unlawfully discriminated against an individual or failed to treat someone with respect then they should either speak to their Line Manager in the first instance or if not appropriate, then to the Director at mario@talentedtraining.co.uk

Any breach of this policy will be dealt with through the procedure described in section of the staff handbook. Serious offences such as harassment will be treated as misconduct or gross misconduct.

Abdul Bham will be designated prevent officer as of January 2019.