

Equal Opportunities

Policy

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Education & Skills
Funding Agency



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Name and post of person responsible:	Tim Lacey, Academy Manager
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All policies can be found in the Policies Folder and the company Intranet

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1. Introduction

1.1 In order for UKG Lifestyle Services to achieve its mission to deliver high quality education and training for today's and tomorrow's workforce we must reach and include all who fall within our community.

1.2 All members of our community have the right to access education and training and to achieve success so that they can reach their full potential and contribute towards serving their community. This approach is a business case model that recognises that the inclusion of all potential learners will bring us business as well as benefitting our overarching aim to provide high quality skills and training to a diverse range of learners and communities.

1.3 The Business has learners from a wide variety of backgrounds who have the right to work and study free from discrimination or any other actions that may limit their potential to participate and succeed. In addition all our learners and staff should have their contributions valued and recognised.

1.4 Some groups in our society have faced and still face discrimination. Our equality and diversity policy recognises that the Business is committed to taking an active role in removing barriers that limit the potential of our learners or staff. It is a reflection of our commitment to inclusion and to eliminating discrimination through education, training and practices which will bring benefits to all our learners and staff.

2. Policy Statement

2.1 The Policy of the Business is to provide equality of opportunity for all existing and potential learners and employees.

2.2 We aim to ensure that no existing or potential learner or employee receives less favourable treatment than other learners or employees on the grounds of race, disability, gender, sexual orientation, religion or belief, age or other factors such as ethnic or national origin, socio-economic background or marital status.

2.3 We aim to create an environment for work and study where learners and staff feel safe, respected and listened to regardless of their backgrounds or personal attributes and where individual differences are recognised and celebrated. In addition, we are committed to taking positive action to identify and eliminate inequality and promote inclusiveness in all aspects of Business life.

2.4 We will ensure the Business meets its legal obligations under the Single Equality Act to eliminate unlawful discrimination and harassment and to also actively promote equality in relation to race, disability, gender, faith, sexual orientation and age. To meet our overall legal obligations under the general duties we will:

- Review policies and procedures annually and take action to ensure these are maintained and, where appropriate, improved.
- Gather information on how our work affects different groups.
- Consult employees, service users, and other stakeholders.
- Assess the impact of our policies and practices.
- Using this evidence decide what should be the priorities for taking action.
- Take actions that will deliver the best outcomes in race, disability and gender equality.

3. Purpose of the Policy

3.1 The purpose of this policy is to establish clear Business guidance regarding equality and diversity and to establish key principles, structures and monitoring arrangements for the Business. The guidance will be applicable to all employees and learners in the Business, contractors, volunteers and visitors.

4. Supporting Policies, Codes of Practice

4.1 The principles and aims of this policy complement and are supported by other policies and procedures relating to equality and diversity including:

- Equality and Diversity Statement
- Disciplinary Procedures (staff and learners)
- Staff Grievance Procedure

5. Impact Assessments

5.1 We recognize that the potential for discrimination exists in many areas of Business operations. As such, part of our commitment is to undertake equality impact assessments for all our policies, practices and procedures. This will evaluate if our operations have or could have a negative impact on specific groups that may discriminate against them or limit their potential to participate and achieve.

6. Key Principles

6.1 The Business believes that all forms of prejudice and discrimination are unacceptable. Although discrimination and prejudice can take a variety of forms against different groups and there are issues specific to different groups, our aim is to take positive action to work towards the elimination of inequality in all areas of the Business. To support this, below are some key principles that apply to all learners and staff:

- Ensure understanding that the achievement of equality is the responsibility of each individual member (learners and staff) of the Business.
- Create a positive inclusive ethos with a shared commitment to respecting diversity and difference and to encouraging good relations between people of different groups.
- Value positively the achievements of all learners and support them to realise their full potential.
- Encourage in all learners high expectations of achievement and progression to education or relevant work.
- Actively work to raise the awareness of learners of the importance of equality and diversity issues and the Business's expectations of them to contribute to a safe and inclusive environment.
- Promote positive images of achievement by learners of all backgrounds that recognises and celebrates the knowledge and experience they bring.
- Collect, analyse and report on a range of data that will identify areas of inequality, and develop appropriate strategies and actions that will address those inequalities.
- Make reasonable adjustments to ensure learners and staff are supported to participate and achieve. This includes potential staff and learners with physical or mental impairments.
- Carry out impact assessments on the range of our policies, practices and procedures to assess potential or actual negative impact on specific groups.
- Assess all potential learners or job applicants on their individual merits and their ability to undertake employment/ training/ education successfully.
- Provide suitable training and support for staff so they have the skills, knowledge and confidence to implement equality and diversity throughout their work.
- Respect and where necessary provide for, the practices which support the religious beliefs of learners and/or employees.
- Respect the sexual orientation of all employees and learners.

7. Equality Principles within Employment

7.1 The Business aims to employ a workforce which reflects, at every level, the community in which we work.

7.2 In seeking to achieve a balanced workforce at all levels, the Business will ensure that no employee, job applicant or candidate for promotion will be disadvantaged or treated less favourably because of conditions or requirements that are not related to the job.

7.3 Reasonable adjustments will be made to arrangements and premises to ensure reasonable access for employees or potential employees who are disabled.

7.4 In order to ensure equality and fairness at all stages of employment, the Business will ensure that equality issues are embedded into all its recruitment and staffing policies and procedures and will audit these annually.

8. Structures and Responsibilities

8.1 The board of Directors is responsible for ensuring that the Business adheres to the law in relation to equality and diversity and for promoting the Business's policy on equality and diversity.

8.2 The Academy manager is responsible for giving a high profile lead on equality and diversity issues and integrating equality objectives. A designated person will ensure regular reports are made to the board of trustees.

8.3 It is the responsibility of all employees and learners to uphold the Business policy on equality.

8.4 There will be a Business Equality and Diversity Committee chaired by the Academy Manager. The membership of the committee will include representation from employees, and directors. It will meet once every four months.

8.5 The remit of the committee will be to promote policies and practices that ensure a Business environment in which equality flourishes and prejudice and discrimination are eliminated. To this end, it will encourage and support the development of policies related to the curriculum, teaching and learning, the built environment, student support etc.

8.6 The committee will review and report on progress made against the agreed equality and diversity action plans and equality impact assessments.

8.7 The committee will monitor and analyse the statistics produced, develop action plans and propose positive actions where necessary. This will be reported to the Academy Manager.

9. Contract and Service Providers

9.1 All contractors and providers of services to the Business are responsible for ensuring that they and their staff adhere to the Business's policy on equality and diversity and to the conditions in such contracts or agreements.

10. Consultation

10.1 The Business will aim to consult within and outside the Business with members of the underrepresented groups in the Business/community in furtherance of this policy.

11. Monitoring

11.1 The Business is committed to the collection of statistics, analysis of data and presentation of data in relation to identifying areas of inequality. This information will be used to set targets, monitor progress and inform the development of appropriate strategies or changes in practice.

11.2 All data will be collected, stored and distributed with regard to data protection principles.

11.3 The Business is to conduct comprehensive and effective monitoring of both the staff and learners.

12. Staff

12.1 The Business will collect data on its staff to monitor progress towards recruitment of a diverse workforce.

12.2 The Business will use the two main forms of monitoring, of the composition of the existing workforce and the recruitment process, with particular reference to race, ethnicity, disability and gender.

12.4 After the employment relationship has ended, the Business may retain statistics and data about the composition of the workforce, including appraisal and promotion records, for the purpose of carrying out equal opportunities monitoring, and will evaluate exit interviews and turnover statistics.

13. Learners

13.1 The Business will monitor all learners and potential learners in order to inform the identification of areas of inequality, the setting of targets and the measurement of our progress in achieving them.

The key data will be on:

- Age, disability, gender, ethnicity, sexual orientation and social deprivation.

The key terms of analysis will be:

Recruitment

- Conversion from application to enrolment
- Retention
- Achievement and success
- Learner survey satisfaction and destinations
- Disciplinary and complaints

13.2 The data will be collected and used by:

- The Equality and Diversity Committee

14. Positive Action

14.1 The Business undertakes to follow positive action measures allowed by law to rectify disadvantages in employment or education provision revealed by monitoring.

14.2 Positive action allows the Business to:

- Provide facilities or services (in the form of training, education, or welfare) to meet the special needs of people from particular under-represented groups.
- Target job training at particular groups that are under-represented in a particular area of work.
- Encourage applications from groups that are under-represented in particular areas of work.

14.3 Positive action strategies must be kept under regular review, and they cannot be used once the special needs have been met, or if under-representation no longer exists. The Business will ensure that when using positive action as a strategy, it falls within the law.

15. Meeting Our Duties

15.1 We will seek to ensure that:

- Directors, managers, employees, learners and their sponsors (including work placement providers) are aware of our equality policy and the action needed for its implementation.
- Staff, learners and their sponsors (including work placement providers) are aware of the value we place on equality and diversity practice and that action will be taken in the event of any breach of the policy.
- The Directors, Managers and staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy.

16. General

16.1 Any learner, applicant or employee may raise complaints of unfair and/or discriminatory treatment either informally or formally. The Business will deal with all complaints fully and sensitively. In some cases this may involve initiating disciplinary action.

16.2 Complaints from learners can be raised through the Business Complaints Procedure.

16.3 Complaints from employees can be made via the Business Grievance Procedure through the Director of Operations.

17. Review

17.1 This policy will be reviewed annually in accordance with legislative developments and the need for good practice.