

Quality System

Policy Number

POL 44

Policy Title

Equality and Diversity Policy

Written / Authorised by:	Equality Impact Assessment:	Date Reviewed:	Next review date:
Steve Harrison Interim General Manager	Date: November 2018	November 2018	<i>November 2018</i>

Equality and Diversity Policy

1.0 Introduction

South West Durham Training is committed to an equality of opportunity that is intended to be an integral part of the organisation's life. To this end, the organisation is committed to equality of process, equality of choice and equality of outcome. In its policies and practices, the organisation will seek to enhance the self-esteem of the organisation's community and to provide a learning environment in which each individual is encouraged to fulfill their potential.

This commitment to equality of opportunity is a fundamental policy that is integral in all organisation activities and reflected in the mission and values. All members of the organisation's community are expected to uphold the policy and to ensure that their actions embody the commitment.

The organisation promotes equality of opportunity in all aspects of our work, valuing the richness of ideas that diversity brings.

As this policy can involve processing of personal data, data protection regulations will be adhered to please refer to the General Data Protection Regulation Policy (ref: POL-DP-01) for further information.

2.0 Scope

South West Durham Training strives to promote social inclusion and the development of potential through the provision of quality lifelong learning opportunities for all students. The organisation therefore embraces equality and diversity in all its aspects and aims to employ a workforce, which reflects, at every level, the community that it serves. The organisation is committed to promoting equality and diversity to students, potential students, staff and potential staff, stakeholders, contractors and partners, valuing the richness of ideas that diversity brings.

This policy is endorsed by the General Manager and the Executive Council.

3.0 Context

The organisation, as an employer and provider of education and training is required to ensure compliance with equality legislation, the requirements of the Equality Act 2010 and British Values.

3.1 Equality Act 2010

The organisation adheres to the Equality Act 2010, which includes a number of duties. It explains the rights and responsibilities of the people that form the organisation's community. It lists the following 9 protected characteristics:

- Age
- Disability
- Gender reassignment or gender identity
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The organisation treats everyone fairly and monitor students and staff under the protected characteristics as well as other relevant criteria. The Equality Act 2010 makes it illegal to treat someone less favourably because of their protected characteristic. It also outlaws bullying, harassment or victimisation based on their protected characteristic.

3.2 Public Sector Equality Duty

The organisation considers all individuals when carrying out its day-to-day work, in shaping policy, in delivering services and in relation to our staff. The organisation pays due regard to:

- Eliminating discrimination, harassment and victimisation.
- Advancing equality of opportunity.
- Fostering good relations between one group and another or between groups sharing the same protected characteristic

3.3 British Values

British Values are integral to the ethos of equality and diversity. The organisation embraces these values within the organisation's community and the diverse culture within modern Britain. The values cover four aspects:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of others such as people who hold different faiths

4.0 Principles of the policy

In pursuance of commitment to diversity and the elimination of discrimination and harassment, the organisation is committed:

- To eliminate discrimination, harassment and victimisation
- To advance equality of opportunity for all
- To foster good relations across and between the protected characteristics
- To develop an awareness of equality and diversity issues amongst all staff, students, customers, partners and stakeholders
- To embed equality of opportunity in all policies, practices, decision making and evaluation processes.
- To monitor equality and diversity in all aspects of the SWDT life and investigate any issues which arise
- To create an environment that values differences and raises aspirations
- To embed British Values and embed within the Organisation's community

Commitments of the Organisation:

The organisation believes that Equality and Diversity should permeate every aspect of SWDT life, including workforce and learner recruitment, learning, guidance and support.

The organisation will make reasonable adjustments to facilities and practices to avoid discrimination on the grounds of disability against students or those employed by the organisation or those legitimately using its facilities.

The organisation is committed to operating a fair and transparent recruitment, promotion and selection process, which is free from bias.

The organisation offers training to all staff to ensure that staff have equal access to available opportunities.

To support contractors and service providers to raise awareness of the organisation's Equality and Diversity Policy.

The organisation welcomes and takes seriously, any comments from staff, students or other service users concerning their treatment at organisation to ensure that no service user experiences any form of discrimination or harassment.

A Customer Complaints Procedure is available for students, staff and visitors.

A Grievance Procedure is available to staff, details of which are available from Human Resources or the quality system.

The organisation assesses the impact of its policies and practices.

The organisation's staff development programme provides appropriate training for all staff in relation to equality and diversity and British values

The Policy will be reviewed annually.

The organisation aims to be transparent in all practices and policies.

The organisation is committed to an expected standard of behaviour from both staff and students which staff and students will be made aware of.

The organisation deals with any breaches of the organisation's Equality and Diversity Policy through the staff Grievance, Procedure, Inappropriate Behaviour/Anti-bullying Procedures, and/or staff or student Disciplinary Procedures.

To support its commitment to equality of opportunity the organisation will assist staff and members of the Executive Council to meet their professional obligations in respect of the policy. Training and other opportunities will be continually provided to encourage staff to become fully aware of the issues and of good practice in the field of equal opportunities so that they may act with understanding, confidence and integrity. New staff will undertake equality and diversity training within twelve months of joining the organisation.

The right of every student and staff member to equality of opportunity, is fundamental to all aspects of the operation of the organisation. This means that direct discrimination is not acceptable. The organisation will take appropriate disciplinary action where individuals discriminate or incite others to discriminate against others.

Equally, the organisation will not accept indirect discrimination, in which a regulation or procedure leads to unfair treatment, exclusion or disadvantage in respect of a particular group even though the regulation or procedure itself is not intended to have this effect.

The organisation welcomes views, opinions, suggestions and queries relating to this policy. Any person wishing to be involved should contact their Tutor or the General Manager.

Anyone member of staff requiring support relating to Equality and Diversity matters should contact the Human Resources Department.

5.0 Supporting Documents

Staff Disciplinary Procedure	
Staff Grievance Procedure	BAC-HR-3-01
Staff Inappropriate Behaviour Procedure	SWDP 43
Student Disciplinary Procedure	
Complaints Procedure	BAC-Q-05

Recruitment, Selection and Appointment of Staff
Staff Handbook
Induction documentation

BAC-HR-3-01

For further information contact:
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