



EQUALITY POLICY

Equality and Diversity Champion – Pierre Gowie

OUR POLICY

This policy sets out the commitment of East Essex Vocational Training (EEV Training), its Board of Directors and senior management to promote equality of opportunity and work to eliminate unlawful and unfair discrimination and harassment in the workplace.

EEV Training uses its Equality & Diversity Policy to aim to ensure all employees, learners, employers and stakeholders are treated equally, regardless of age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, sexual orientation, trade union activity or unrelated criminal convictions.

CURRENT LEGISLATION

East Essex Vocational Training complies with current legislation under the following acts:

- Equality Act 2010
- Employment Rights Act 1996
- Human Rights Act 1998
- Data Protection Act 1998
- GDPR 2018
- Health and Safety at Work Act 1974
- Protection from Harassment Act 1997
- The Special Educational Needs and Disability Act 2001
- Crime and Disorder Act 1998
- Age Discrimination Legislation 2006
- Rehabilitation Of Offenders Act 1974
- Human Rights Act 1998
- Public Interest Disclosure Act 1998

OUR COMMITMENTS

EEV Training will:

- Promote equality of opportunity for all
- Promote a productive and harmonious workplace where there is mutual respect and harassment, and bullying is not tolerated
- Prevent unlawful discrimination, direct and indirect and victimisation
- Comply with our legal obligations
- Take seriously and address any breaches of this policy



Head of Employability and Education, Trinicia Evans has overall responsibility for the implementation of this policy. Each manager is accountable for delivering the equality commitments in their areas of responsibility and all employees are expected to abide by the policy.

To implement this policy, we will:

- Include appropriate equality objectives and responsibilities in each job description
- Provide our employees with the necessary knowledge and skills to help ensure that the workplace is free from discrimination and harassment
- Train all those who are involved in recruitment and selection, whether for vacant posts, promotions or training opportunities
- Regularly review our employment policies and procedures to ensure they do not unlawfully or unfairly discriminate
- Gather equality and information on our workforce and job applicants
- Work to make our workforce more representative through monitoring and where possible, undertake lawful positive action
- Ensure promotional material is inclusive and represents the protected characteristics. Where possible we will use existing employees as role models
- Seek commitments from our suppliers that they are taking steps to promote equality and eliminate discrimination
- Make sure that there are sufficient resources in place to implement this policy effectively

Our equality and diversity framework reflects all aspects of our work, including:

Managers and staff, who at all times should:

- Respect, promote and value difference
- Promote an inclusive and supportive environment for learners and staff
- Treat all people fairly, and with respect and dignity
- Work to eliminate discrimination, harassment and victimisation
- Implement statutory initiatives in support of equality and diversity

Sites, facilities and information that as far as is reasonably practicable are:

- Safe and welcoming
- Fit for purpose
- Accessible
- Conducive to learning and working.

A learning (and work) experience that:

- Is accessible to all who meet the entry requirements
- Provides a flexible, fair and supportive environment
- Ensures that everyone, particularly those with protected characteristics, feel included and free from discrimination, harassment, victimisation, extremism and radicalisation



- Offers diverse teaching materials and strategies, with adaptive resources, equipment and technology
- Reflects, values and promotes the diversity of our community
- Appropriately supports learners with diverse needs
- Promotes the fundamental British values of democracy, law, liberty and mutual respect and tolerance of those with different backgrounds, faiths and beliefs.
- Provides regular opportunities for feedback from learners to improve our practices

ASSESSMENT OF CANDIDATES

EEV Training will ensure that the assessment of candidates is undertaken without discrimination either directly or indirectly. We will make a wide range of assessment methods available to candidates including, where appropriate, accreditation of prior learning. Wherever possible, candidates with particular needs will be identified and we will provide the necessary reasonable adjustments to facilitate assessment.

EQUALITY LEGISLATION

The Equality Act 2010 broadens the protection from the discrimination afforded to employees in the workplace.

Employers should ensure that:

- Equality and Diversity policies cover all protected characteristics and does not refer to out of date law. (Age, Disability, Religion or Belief, Sexual Orientation, Transgender, Ethnicity, Gender, Pregnancy and maternity and Marriage and Civil Partnership)
- Training materials should be up-to-date and include all protected characteristics
- Recruitment and Selection policies, procedures and materials should be up-to-date and cover protected characteristics. Pre-employment health questions should be removed from application forms/packs.
- Have up-to-date Equality and Diversity, Bullying and Harassment and Complaint Policies to ensure third party harassment is something you will not tolerate

Indirect discrimination can now be claimed across all seven protected characteristics (Age, Disability, Religion or Belief, Sexual Orientation, Transgender, Ethnicity, Gender). Not included are Pregnancy and maternity and marriage and civil partnership.

Positive action is now available to be used should there be two job applicants of equal calibre the minority person may be selected for the post. Employers must show evidence of a fair and equal selection process.

PROTECTED CHARACTERISTICS

Age

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.



Gender Reassignment

The process of transitioning from one gender to another.

Marriage and Civil Partnership

Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and Maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race

Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion and Belief

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Gender

A man or a woman.

Sexual Orientation

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes

EQUALITY AND PREVENT DUTY

Equality Duty

Following the introduction of the Equality Act 2010 (Specific Duties) Regulations 2011, the Company developed a Single Equality Scheme to ensure that the Duty placed upon it was covered and that due consideration was being given to the requirements of the Duty itself.

The Equality Duty covers the nine protected characteristics. It is unlawful to discriminate against any individual or group on the basis of one, or more, of these protected characteristics:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race, including ethnic or national origins, colour or nationality
- Religion or belief, including lack of belief
- Sex
- Sexual orientation



EEV Training directly reports retention and success data for learners within some of these characteristics. The Company then has a series of arrangements in place to take due regard of individuals and groups within the other categories. This document outlines EEV Training's approach to ensuring that staff, learners, and visitors are treated fairly and consistently, and within the legal framework of the Duty.

The Duty requires EEV Training to:

- publish information annually to show its compliance with the Equality Duty; and set equality objectives and publish them at least every four years after that.

The policy is available on the Company's web site and contains information on how it complies with the Duty together with the objectives that it has set for that academic year.

The Duty states that EEV Training must publish information that outlines how it is complying with the Equality Duty and how it is showing due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

EEV Training remains committed to fulfilling these requirements and will continue to focus on its policies and procedures to ensure that this is achieved.

PREVENT DUTY

EEV Training continually reviews its practices to ensure that it is complying with the Prevent Duty as set out in the Counterterrorism and Security Act 2015. The requirements of the Prevent Duty are covered within this document, which is reviewed on a regular basis, annually at least, to ensure that the organisation has sufficient arrangements in place to educate, and keep safe, its learners, staff, employers, contractors and visitors and to react to a situation which falls under this legislation.

The company focuses on the development of a culture in which everyone feels safe and respected and has the confidence to inform others of any potential risk to individuals or groups. As part of this ethos the Company has considered the Prevent Duty and the importance of collaborative working between Company staff, local authorities, police, other educational institutions, policy makers and health providers to identify, detect and safeguard vulnerable people throughout the organisation.

British Values are promoted and embedded these into lesson planning and the tutorial pastoral cycle. EEV Training's Observation of Teaching and Learning Processes now take account of the Prevent Duty and British Values:

- Democracy The rule of law
- Individual liberty Mutual respect
- Tolerance of those with different faiths and beliefs.

EEV Training has a separate strategy, risk assessment and action plan in place to cover its responsibilities under the Prevent Duty which is reviewed at least annually and audited externally. The strategy is available on EEV Training's web site. The risk assessment and action plan can be

requested and is



available on the Company's intranet for staff and learners to view. These documents are monitored by the Senior Management Team, Safeguarding Forum, and Board of Directors. Staff and learner awareness training takes place on a regular basis.

REPORTING DISCRIMINATION, HARASSMENT OR BULLYING

All staff are responsible for recognising and dealing informally with any incident of bias, stereotyping or discrimination. Where a learner wishes to report an incident of bias or stereotyping or discrimination the personal coach or a member of the teaching team will be happy to discuss the matter (Company Complaints Procedure).

Should staff feel that an incident of bias or stereotyping or discrimination has occurred they should report it to their Line Manager and/or through use of the Company's Harassment or Grievance Procedure.

Staff

Please report incidents to your Line Manager, a member of the Senior Management Team, a member of HR or a Union Representative.

Formal cases will be dealt with through the Harassment Procedure, Grievance Policy and/or the Disciplinary Policy as appropriate to each individual case.

Learners

Please report incidents to your Tutor, Assessor, Internal Verifier or workplace line manager.

The formal process is detailed in the bullying policy.

Reporting Hate Incidents

A hate incident is any type of incident perceived to be racist, homophobic or driven by other prejudice by the victim or any other person. If you experience or witness a hate incident, please report it to the Safeguarding Team.

Cyber Bullying and Harassment (social media)

Bullying and harassment by the Company community which takes place outside of Company that impinges on staff or learners' welfare/wellbeing will be dealt with in accordance with Company policies and procedures.

COMPLAINTS OF DISCRIMINATION

If you believe that you have suffered any form of discrimination, harassment or victimisation you can raise this matter through the grievance procedure, a copy of which is available on the Quality Drive. All complaints will be dealt with promptly and in accordance with the agreed procedures.

You will have the right to make a complaint to an Employment Tribunal. However, you normally have to raise your complaint under internal procedures first. For more information speak to Trinicia Evans the Teaching and Learning Manager or for guidance on statutory disciplinary and grievance procedures see www.acas.org.uk.

Anyone who makes a complaint of discrimination must not be victimised. We will make every effort to ensure victimisation does not occur and any complaints will be taken seriously and dealt with promptly.

CONSULTATION & MONITORING

We will maintain and regularly review the employment and training records of all candidates in



order to monitor the progress of this policy.

Monitoring may involve:

- Collection and classification of information regarding the race in terms of ethnic and national origin, the sex and disability of all current employees and candidates
- Examination of ethnic national origin, the sex and disability of the distribution of employees, candidates and the success rate of applicants
- Recording recruitment, training and promotional records of all employees and candidates, the decisions reached and the reasons for those decisions

Equal opportunities issues with the company will also be captured through regular candidate progress reviews. Learners are provided with the opportunity to give feedback and comment on the Company's arrangements within Learner surveys, focus groups and during teaching and learning observations. Any comments made are either dealt on an individual basis or included within action plans for the following academic year.

Staff feedback is obtained through appraisals, informal feedback, team/SMT meetings, the Company's noticeboard arrangements and through the Company's website.

MONITORING OF EMPLOYERS

All employers should operate an equal opportunities policy in line with our policy. They should comply with its framework of legislation.

Our employers who have apprentices within their workplace will be monitored for equal opportunities through a programme of visits and candidate progress reviews. EEV Training will offer advice to any consultant or employer on equal opportunities legislation and implementation.

REVIEW

This policy will be reviewed on an annual basis or following changes to Government updates and statutory guidance in relation to Covid-19 and company risk assessment policies and processes.

Signed:

A handwritten signature in black ink, appearing to read 'JAM'.

Jamie Manicom, Business Development Director.



APPENDIX A

SUPPLEMENT FOR APPRENTICESHIP PROGRAMMES

PURPOSE

This guidance to Equality and Diversity within the apprenticeship programmes is a supplement to EEV Training's general Equality and Diversity policy and aims to address specific processes for the implementation and embedding of good practice in delivery of our apprenticeship programmes.

SCOPE OF POLICY

This supplementary guidance applies to apprentices, apprenticeship programme staff and relevant stakeholders.

AIM

This guidance supplements the aims and principles that are detailed in the policy and aims to clarify how the policy is applied in apprenticeship programmes.

PROMOTION AND COMMITMENT

The promotion of, and commitment to the principles detailed in the policy are embedded in processes and procedures for apprentices and EEV Training employees through multiple means, including, but not limited to:

- Inclusion of the policy in the staff recruitment process
- Job descriptions
- Annual agreement to abide by the IT Acceptable Use Policy
- Organisational values
- HR policies and procedures
- Staff performance review
- Expectations of behaviour in the Apprentice Commitment Statements
- Apprentices and learners issued with an Equality and Diversity contacts lists
- Apprentice reviews

IMPLEMENTING THE POLICY IN THE CURRICULUM

- EEV Training seek to create an atmosphere in which no apprentice, learner or applicant suffers unfair discrimination.
- Apprentices and learners have equal access to all entitlement offered through the curriculum. In assessing provision, individuals will not be denied consideration for training and educational opportunities.
- Assessment of suitability for participation in a particular activity is based upon the principle that each apprentice and learner is to be offered appropriate training or educational opportunities.
- Equal Opportunities forms part of the curriculum, syllabi, teaching materials, methods, examinations and assessments recognise and reflect this commitment. Reasonable adjustments will be made.
- The importance of Careers Advice and Guidance is recognised. Guidance is non-

discriminatory and encourages apprentices and learners to consider non-traditional areas.

- Apprentices and learners are made aware of the channels of communication for help, advice or complaint should unfair discrimination be perceived whilst attending EEV Training.

IMPLEMENTATION

All employees received a briefing on equality and diversity and the organisation's values at orientation. Any additional specific training needs are identified and addressed through the performance review and employee development programmes run by line managers and overseen by the HR department.

Employees dealing directly with apprentices, complaints and appeals, special considerations and student/apprentice support services are expected to regularly attend CPD sessions to ensure their understanding and implementation of processes and procedures that support equality and diversity are up-to-date and in line with current best practice. This may include short courses, standardisation and team meetings and through directed or self-study.

Equality, diversity and widening participation are considered as fundamental considerations in the design, development and delivery of all of our programmes and are formally considered as part of programme validation and review processes.

RECRUITMENT

Our employee recruitment processes include reference to the policy including competency-based assessment of how well a candidate feels they can meet the organisational values.

While apprenticeship cohorts are currently recruited through the employer, rather than directly through us, our programme design, our ability to create bespoke offerings and tailor assessment methods to employer requirements support our ability to provide apprenticeship programmes that both appeal to and cater to a diverse cohort of apprentices.

TRAINING APPRENTICES

The principles of equality and diversity are embedded throughout our day-to-day operations and interactions with apprentices.

Our employees are expected to act in ways that reflect and model inclusive practice and are held to account on these principles as part of their regular performance reviews.

REVIEW

This policy will be reviewed on an annual basis or following changes to Government updates and statutory guidance in relation to Covid-19 and company risk assessment policies and processes.

Signed:



Jamie Manicom, Business Development Director.

