

Equality & Diversity Policy

Introduction

Training 1st is an equal opportunities employer and as such applies the Equality Act 2010 to all aspects of its delivery including recruitment, employment, training, service delivery and relationships with learners, visitors, contractors and staff.

Health & Safety Training 1st recognises it has the primary responsibility for ensuring that no unlawful discrimination takes place on account of disability, gender, sex, age, race, sexual orientation, criminal conviction or any other criteria within its premises and during delivery. It takes every opportunity to reinforce these through fostering a culture of tolerance underpinned by staff who are properly trained and aware of their responsibilities.

Objectives

This policy aims to ensure that:

- ✓ No candidate for training receives less favourable treatment or support
- ✓ The company widens participation in the recruitment of its staff
- ✓ No applicant or employee receives less favourable treatment and wherever possible they are provided with the level of support required to fulfil their potential
- ✓ The company's workforce reflects the diversity within society at large
- ✓ Learners, visitors, contractors and staff who come into contact with the business do not experience unlawful discrimination, harassment and victimisation or other conduct prohibited by the Act.

Legal Obligations

- ✓ Training 1st works in line with the Equality Act 2010 which legally protects people from discrimination as summarised below:
- ✓ Sex Discrimination: The Equality Act 2010 makes it unlawful for an employer to discriminate against employees because of their sex, either directly or indirectly.
- ✓ Equal Pay: The Equality Act 2010 states that men and women in full-time or part time employment have a right to equal pay which in law means no less favourable' pay, benefits and terms and conditions in their employment contracts where they are doing equal work.

- ✓ Race Relations: The Equality Act 2010 makes it unlawful to discriminate either directly or indirectly due to race - this includes the different elements of colour, nationality and ethnic or national origin.
- ✓ Disability: The Equality Act 2010 makes it unlawful to discriminate on grounds of disability, by treating disabled employees less favourably for a reason related to their disability. If a workplace puts an employee with a disability at a disadvantage, an employer should look to see what 'reasonable adjustments' it can make and meet with them to discuss what can be done to help them.

Protected Characteristics

Health & Safety Training 1st recognises the following are legally protected characteristics and works to ensure individuals with these do not experience discrimination: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Awareness Raising

The Director will bring to the attention of all employees the provisions of the Policy and will provide any training necessary to ensure its effective implementation.

All employees of Health & Safety Training 1st will undertake training in Equality and Diversity awareness as soon as possible after they join the company and will receive annual CPD refresher training.

All employees and learners of Health & Safety Training 1st will be provided with a copy of the company's Equality and Diversity Policy.

Recruitment

Training 1st will ensure that when recruiting, advertisements and other recruitment materials will state that the company is an equal opportunities employer and that applications are given consideration inline with the Equality Act and ensure the following are free from discrimination:

- ✓ Job specifications
- ✓ Application forms
- ✓ The selection process
- ✓ Terms of employment

A copy of this Equality and Diversity Policy and will be available to all job applicants.

Career Development

Structured appraisals and career tracks will be in place to ensure that all employees have the same opportunity to develop their full potential within the organisation and the company recognises that in some cases this may require positive action.

Working Practices

Training 1st will ensure its working practices reinforce equality of opportunity and all staff will be made aware of their responsibility to ensure this policy is embedded into their delivery through CPD, regular standardisation meetings and the provision of the following key documents & policies in addition to Equality and Diversity:

- ✓ Staff handbook
- ✓ Safeguarding policy
- ✓ Online safety policy
- ✓ Anti-bullying and harassment policy

Monitoring

In order to ensure the effectiveness of the Equality and Diversity Policy and in accordance with GDPR legislation, Health & Safety Training 1st will monitor its effectiveness in engaging and supporting the achievement of learners with protected characteristics. This will be undertaken by comparing learner data against the national picture to identify if and where performance could be improved. This would be actioned by the Director.

Responsibilities

The Director is responsible for overseeing the implementation of the Equality and Diversity policy and reviewing it on an annual basis. The Director is also responsible for:

- ✓ Monitoring relevant legislation and communicating changes to staff and others
- ✓ Ensuring that staff receive CPD in equal opportunities
- ✓ Distributing the Equality and Diversity Policy to learners and employers
- ✓ Collecting and collating data on learners in respect of Equality and Diversity issues (gender, disability, ethnic origin, sex) for evaluation and actioning
- ✓ Ensuring learner's awareness of Equality and Diversity is raised throughout their time with Training 1st

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