


Equality Diversity and Inclusion Policy 2021

Policy Statement 2
Scope 3
The Purpose of the Policy and Procedures 3
AHTA Equal Opportunities Procedures 4
Harassment and Bullying 4
What is Harassment? 5
Right to Advice and Counseling 5
Positive Discrimination Against Gender Stereotyping 6
Disability 6
Victimisation 6
Cooperation by Staff and Employers/Learners 6
Staff and Employers/Learners – Equality Diversity and Inclusion updating 7
Impact Assessment Form 7

Date annual review completed: 8th April 2021. Next formal review April 2022.

Signed:  _____
Director: Mostafa Hussain

Date: 08/04/2021

Policy Statement

Ashley Hunter Training Academy (AHTA) is committed to creating an environment where there is mutual respect and equality of opportunity for all staff, employers and Learners. Our policy is to ensure that no person involved or associated with AHTA receives less favorable treatment on the grounds of gender, nationality, religion, sexuality, racial or ethnic origin, language, culture, age or disability.

We believe in human rights for all those connected with this organisation and all members of society. No action shall be taken against them by any person connected with AHTA which would devalue their contribution to society as a whole and to this organisation or lead to a loss of self-respect for them or respect for them from others.

However, we believe in order and social discipline both in society and in the organisation of work related training. We hold the right to request a standard of dress appropriate with circumstance and safety at work.

We will comply fully with the letter and intention of all laws and directives. We are committed to the fulfillment of all agreements, regulations and Acts, which may have implications for our role in the training that we provide. Amongst these are the:

- Human Rights Act 1948 and 1998
- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 and 2003 and 2005 Regulations
- Gender Recognition Act 2004
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000 and 2003 Regulations
- European Equal Treatment Directive 1976
- Disability Discrimination Act 1995 and 2003 and 2005 Regulations
- Special Education Needs and Disability Act (SENDA) 2001
- Employment Rights Act 1996
- Protection from Harassment Act 1997
- Public Interest Disclosures Act 1998
- Data Protection Act 1998 including GDPR update
- Working Time Regulations 1998
- Part Time Workers Regulations 2000
- Common Accord for Awarding Bodies
- The Equality Act 2006
- The Equality Act 2010

and all other UK legislation relating to equality as may be subsequently enacted.

Document Title	AHTA Doc. Ref.	Version	Last Revised	Page
Equality and Diversity Policy 2021	Doc 08	2	8 th April 2021	Page 2 of 8

Scope

This policy and these procedures apply to all staff and employers/Learners of Ashley Hunter Training Academy.

We embed the equality and diversity policy within the Learners induction and is embedded throughout the curriculum.

Definition of Equality, Diversity & Inclusion

Equality is a more current term for 'Equal Opportunities' and is based on the legal obligation to comply with anti-discrimination legislation. Equality protects people from being discriminated against on the grounds of group membership i.e. sex, race, disability, sexual orientation, religion, belief, or age.

Diversity implies a wide range of conditions and characteristics. In terms of a training provider, diversity is about respecting and valuing all individuals, enabling them to fulfil their own potential, whatever their backgrounds. Diversity encompasses visible and non-visible individual differences. It can be seen in the makeup of groups of staff or Learners in terms of gender, ethnic minorities, disabled people and so on. It's also about where those people are in terms of management positions and job opportunities, the terms and conditions of the workplace, and their rates of achievement.

The Equality Act 2010 introduced nine protected characteristics:

- Age
- Disability
- Race
- Religion or Belief
- Sex
- Gender Reassignment
- Sexual orientation
- Marriage & Civil partnership
- Pregnancy & Maternity

The Purpose of the Policy and Procedures

The responsibility for compliance and for the positive attitude required to ensure success is laid upon all individuals within the organisation. All external persons connected with AHTA are encouraged to hold the same responsibility and commitment.

To protect staff and employers/Learners alike there are procedures to ensure that each person has a redress against harassment and bullying at work or during any part of training. There are procedures for redress of complaint. A record of all complaints will be kept, regularly reviewed and the causes of complaints analysed to prevent recurrence. Any individual whose personal data is stored on an AHTA computer will have right of access to it.

Document Title	AHTA Doc. Ref.	Version	Last Revised	Page
Equality and Diversity Policy 2021	Doc 08	2	8 th April 2021	Page 3 of 8

AHTA Equal Opportunities Procedures

- Advice and guidance for redress against harassment and bullying
- Advice and guidance on making complaints and redressing grievances
- Procedure for staff recruitment, selection, promotion, training, redundancy and retirement or dismissal
- Procedure for employers'/Learners' recruitment including avoidance of stereotyping
- Advice and guidance on the design and content of training materials and sessions

Resources and teaching materials including handbooks will be checked to ensure that they are written in language suitable to employers'/Learners' literacy levels so far as is possible. The wording of contracts or service level agreements will contain wording which describes the equal opportunities policy of AHTA in an easily understandable way to any external organisation.

The working of the equality opportunities policy will be monitored on a quarterly basis and on an overall annual basis. Statistics will be gathered, analysed and used to improve policy implementation.

AHTA is committed to safeguarding the welfare and protection of children, young people and vulnerable adults who have contact with our organisation. We believe that everyone who has a role in working with children, young people and vulnerable adults has a moral responsibility to safeguard and promote an individual's welfare and protection from abuse.

AHTA is fully committed to complying with all requirements of the Independent Safeguarding Authority and the Vetting and Barring Scheme. This includes criminal records' checks being carried out where that is applicable to the role and responsibilities of a particular position within the company.

Results of initial assessment or literacy, numeracy or other tests of current ability carried out will be kept confidential. These results will always be given to the client/learner concerned on a one-to-one basis in confidence. No unnecessary testing is to take place. Staff or employers/Learners who can show for educational reasons or reasons of previous experience or qualification that they already possess a skill or ability should not be tested for it initially. Should this ability or skill prove to be in need of refreshment at a later time, such a test can take place with the agreement of the staff member or client/learner.

Harassment and Bullying

Harassment is an unacceptable form of behavior. All staff and employers/Learners can consider themselves fully protected by our anti-harassment and bullying policy at AHTA, at workplaces or work placements or at any other place where work or training takes place. Because employers/Learners are in receipt of government funding for their training they are to be separately protected by AHTA at all times. Employers/Learners are to be politely questioned in confidence on each occasion of formal review and at other appropriate times as to their level of contentment with their workplace or work placement and training provision.

Document Title	AHTA Doc. Ref.	Version	Last Revised	Page
Equality and Diversity Policy 2021	Doc 08	2	8 th April 2021	Page 4 of 8

References to complaints of any kind must be detailed in the AHTA Complaints Record. However, specific confidential aspects of complaints should be noted and filed in a confidential envelope and deposited within the individual's personal file at Head Office.

What is Harassment?

Any unacceptable or unwarranted behavior, which disrupts the quality of life or work of an individual. Although the examples set out below are not exclusive, they show types of unacceptable conduct, which are completely against our policy:

- Successive or single acts of bullying
- Verbal or physical abuse
- Ill-treatment
- Any offensive or oppressive act
- Any defamatory remark
- Causing a person to avoid or want to avoid any social, work, or training environment through poor behavior towards them
- Ill-advised comments or harassment about any person's sex, sexual orientation (including lesbian, male homosexual or transitional sexual status), religion or belief, race or ethnic origin, disability or age, marital status
- Any abuse of a position of authority by a staff member over a client or to another staff member

Harassing Aspects of Potentially Offensive Displayed Graphic Materials

Our policy is that it cannot be assumed that because one person does not find such material offensive, so all must put up with it. We will not put anyone in a situation in which they have to request that such items be removed. You are not to make available:

- The display of sexual material on posters or in any other form
- Any written or printed material intended to show that any person is inferior in any way, including any sexual or racist aspect
- The use of 'playboy' or 'playgirl' style calendars or other potentially offensive magazines or
- pictures including those of a soft pornographic nature

Right to Advice and Counseling

AHTA will ensure that all persons have a right to advice and to legal protection. This will be achieved either by a person appointed by AHTA giving advice in confidence to any client/learner or staff member, or by referral to an external specialist source such as a solicitor or counseling agency.

Document Title	AHTA Doc. Ref.	Version	Last Revised	Page
Equality and Diversity Policy 2021	Doc 08	2	8 th April 2021	Page 5 of 8

Positive Discrimination Against Gender Stereotyping

Traditionally, certain courses have been predominantly focused upon a certain gender. All staff at AHTA shall make every effort to inform employers/Learners of opportunities to break out of stereotypical roles at work. Vocational training providers are permitted by law to be proactive in trying to introduce men and women into areas of work not considered normal activity for a particular sex.

Disability

Ashley Hunter Training Academy is committed to:

- interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their merits
- discuss with disabled employees, at least once a year, what both parties can do to make sure disabled employees can develop and use their abilities
- make every effort when employees become disabled to ensure they remain in employment
- take action to ensure all employees develop the appropriate level of disability awareness needed to make these commitments work
- review these commitments each year and assess what has been achieved, plan ways to improve on them, and let employees know about progress and future plans

AHTA is committed to ensuring that people with disabilities, including those with learning difficulties, can access, participate and succeed in their learning and employment. We will make all reasonable adjustments to ensure that disabled people are not substantially disadvantaged.

We ask that all applicants for courses or employment, as well as visitors, make sure that we know what we can do to make reasonable adjustments to help them succeed

Victimisation

No person, staff or client/learner shall be victimised as a result of their giving information about any act by a person that contravenes this Equal Opportunities policy. Persons making allegations, which are proved to be false, will be dealt with in accordance with the staff procedures for dismissal. Any staff member who bullies or harasses another staff member or client/learner who they believe has made an accusation against them, whether it be proved or not, shall be liable to dismissal. All staff will be able to report matters detailed in the Public Interest Disclosure Act 1998 ('whistleblowing') without fear.

Cooperation by Staff and Employers/Learners

As a part of AHTA you have a duty to cooperate and comply with any measures set out to improve or sustain the concept of equality of opportunity.

Document Title	AHTA Doc. Ref.	Version	Last Revised	Page
Equality and Diversity Policy 2021	Doc 08	2	8 th April 2021	Page 6 of 8

- You must report bullying and harassment.
- You must not encourage or allow others to carry out any discriminatory act.

Staff and Employers/Learners – Equality Diversity and Inclusion updating

All staff and employers/Learners will receive initial, regular and updating briefings on all appropriate aspects for equal opportunities, rights and responsibilities. As long as you are a member of this organisation or a participant on one of its training programmes you have an obligation to act in accordance with the ethos set out in this policy at all times, including your time away from work or training.

Staff training

All newly appointed staff have Equality and Diversity training as part of their induction. All Ashley Hunters staff have Equality and Diversity mandatory training on an annual basis or if legislations change or updates on an ongoing basis.

Learners Training

All new Learners have access to the Equality Diversity and Inclusion Policy within their learner handbook and via Ashley Hunters website <http://www.ashleyhunter.co.uk>
All Learners have Equality Diversity and Inclusion training within their induction.

This policy will be reviewed at quarterly intervals and a formal review annually

Impact Assessment Form

1. Name of policy, function or service development being assessed:	Policy and Procedures for Equality Diversity and Inclusion			
2. Please describe the purpose of the policy, function or service development:	To protect staff and Learners these are procedures to ensure that each person has a redress against harassment and bullying at work or during any part of training. There are procedures for redress of complaint. A record of all complaints will be kept, regularly reviewed and the causes of complaints analysed to prevent recurrence and to ensure a proactive and lawful approach to equality and diversity issues relating to recruitment and selection.			
3. Does this policy, function or service development impact on Learners, staff and/or the public?	YES – Staff and Learners (directly) and the public (indirectly)			
4. Is there reason to believe that the policy, function or service development could have an adverse impact on a particular group or groups?	NO			
Document Title	AHTA Doc. Ref.	Version	Last Revised	Page
Equality and Diversity Policy 2021	Doc 08	2	8 th April 2021	Page 7 of 8

5. Based on the initial screening process, now rate the level of impact on equality groups of the policy, function or service development:	<p>Negative/Adverse impact LOW</p> <p>Positive impact HIGH</p>
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Document Title	AHTA Doc. Ref.	Version	Last Revised	Page
Equality and Diversity Policy 2021	Doc 08	2	8 th April 2021	Page 8 of 8