

EQUALITY AND DIVERSITY POLICY

Introduction

Steadfast Training Ltd is committed to ensuring equal opportunities, fairness of treatment, dignity, the encouragement of diversity and the elimination of all forms of discrimination in the workplace or learning environment for all its' employees, job applicants and learners.

The Company aims to create an environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

A key objective of this policy is so that The Company can provide a working / learning environment in which all people who work for, or with, Steadfast Training Ltd feel comfortable and confident that they will be treated with respect and dignity.

1. Policy Statement

1.1. It is Steadfast Training Ltd's aim to ensure that no employee, job applicant, or learner receives less favourable facilities or treatment (either directly or indirectly) in recruitment, employment, or training and assessment on grounds of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

(the **protected characteristics**)

1.2. The Company intends that its' workforce and learners be truly representative of all sections of society and each employee and learner feels respected and able to give of their best.

1.3. Steadfast Training Ltd opposes all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in The Company's employment and training.

1.4. All employees and learners, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.(see Recruitment and Selection - Policy No 118.)

- 1.5. All employees and learners will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of The Company.
- 1.6. Employees and learners of Steadfast Training Ltd will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, in the provision of The Company's or, in the case of learners their employers', goods and services.
- 1.7. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

2. Steadfast Training Ltd's Commitment:

- 2.1. To promote equality in the workplace and learning environment which is good management practice and makes sound business sense, and conforms to all employments standards required by law.
- 2.2. To create an environment in which individual differences and the contributions of all our employees and learners are recognised and valued.
- 2.3. That every employee is entitled to a working environment that promotes dignity and respect to all, and every learner is entitled to a learning environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. (see Anti-Harassment and Bullying. Policy No 109)
- 2.4. Training, development and progression opportunities are available to all employees. (see Induction and Training - Policy No 119)
- 2.5. All learners have access to training and assessment appropriate to their learning programme.
- 2.6. That The Company will review and monitor its' employment practices and procedures, and those covering the training it delivers, to ensure fairness.
- 2.7. Breaches of The Company's Equality Policy will be regarded as misconduct and could lead to disciplinary action.
- 2.8. The Policy will be monitored and reviewed annually.

3. Responsibilities of Management

- 3.1. Responsibility for ensuring the effective implementation, operation and monitoring of the arrangements will rest with the Senior Management Team and Directors.

3.2. All managers will ensure that they and the employees within their departments operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each line manager will ensure that:

3.2.1. All employees within their department are aware of the policy and the arrangements, and the reasons for the policy.

3.2.2. Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible. (see Grievance Procedure Policy No 108.)

3.2.3. Proper records are maintained.

4. Responsibilities of Employees

4.1. Responsibility for ensuring that there is no unlawful discrimination rests with all employees and learners, and the attitude of employees and learners are crucial to the successful operation of fair practices. In particular, all employees and learners should:

4.1.1. Comply with the policy and arrangements.

4.1.2. Not discriminate in their day to day activities or induce others to do so.

4.1.3. Not victimise, harass or intimidate other employees, learners or groups who have, or are perceived to have one or more of the protected characteristics.

4.1.4. Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.

4.1.5. Inform their line manager, or in the case of learners any member of Steadfast Training Ltd's staff, if they become aware of any discriminatory practice.

4.1.6. Equality information is included in induction programmes for employees and learners.

4.1.6.1. Equality issues will be discussed with learners at relevant milestones in their programmes

5. Related Policies

5.1. All employment policies and arrangements have a bearing on equality of opportunity.

5.2. The Company policies will be reviewed regularly and any discriminatory elements removed.

6. Grievances/ Discipline

- 6.1. Employees have a right to pursue a complaint concerning discrimination or victimisation via The Company Grievance Procedures, Policy No. 108; learners should use the Appeals Procedure which is covered in the Appeals Policy No 202.
- 6.2. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the company Disciplinary Procedure as detailed in Disciplinary Procedure Policy No 107.

7. Monitoring & Review

- 7.1. The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice. Accordingly, it will periodically monitor and measure the effectiveness of the policy and arrangements.
- 7.2. If monitoring shows that The Company or its' learners are not representative, or that sections of our workforce or learners are not progressing properly within The Company or their learning programmes, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, the delivery of leaning programmes, and Company Policies and practices.