

## EQUALITY & DIVERSITY POLICY

This is the main equality policy for MYF Training. It applies to all staff, learners, volunteers, contractors and visitors. Other policies concerning harassment, bullying, personal dignity, complaints and grievances stem from this policy.

Our aim is to:

### **Advance equality**

- **Achieve improved outcomes**
- **Remove/minimise disadvantage**
- **Meet needs**
- **Address underrepresentation**
- **Make reasonable adjustments**

Staff are to ensure that all learners understand this policy by explaining it to each individual learner in a way which is person-centred and appropriate to any learning disability they may have.

Staff are to ensure that the learning environment is welcoming and supportive enabling learners to live together in harmony. Furthermore all volunteers, visitors and contractors are to be treated with dignity and respect.

Strategies will be adopted across the whole of our organisation's life and curriculum/learning programmes that will affirm the diversity of society and positively portray people of all groups.

Tutors/trainers/assessors/verifiers will pay full regard to equality and diversity when teaching/assessing/evaluating groups or individuals. They will carefully observe learners' needs and ensure sufficient time and support is given to respond to each learner in accordance with their needs.

They will pay special attention to ensuring that all participants in learning feel included and valued. Learners and staff will be consulted on their views.

### **Aim of the Policy**

We are committed to equality, diversity, social inclusion and social justice. We oppose discrimination in any form, including inappropriate conduct, bullying, harassment, discrimination and the disregard of dignity in these areas recognised as protected characteristics under the Equality Act 2010:

- **Age**
- **Disability**
- **Gender**
- **Gender reassignment**
- **Marriage/civil partnership**
- **Maternity/pregnancy**

- **Race**
- **Religion or belief**
- **Sexual orientation**

Staff are expected to act as good examples to learners in their conduct and the performance of their duties and to act as mentors and supporters of young people in learning.

No staff member or young person applying for a place in our organisation will be considered any less favourably than any other applicant on any of the above grounds. Decisions will be taken in strict adherence to the law, with equality in mind and with a sense of justice.

Staff are expected to ensure that the personal dignity of all the staff, students, visitors and contractors is upheld by the prevention of any incidents of harassment, bullying or inappropriate behaviour.

There is a separate policy covering harassment which applies to all staff and students. There is a separate complaints and grievances procedure.

Members of staff and students complaining about sexual harassment will not be required to use the normal staff grievance procedure, but instead will be offered a completely separate and more confidential procedure.

## **Our Commitment**

Each staff member will receive training, as appropriate, for the purpose of enabling them to qualify for promotion, within or outside the organisation, if they so wish.

Furthermore staff and volunteers will receive regular training and updating training on all aspects of equality and diversity law and good practice and with special regard to the prevention of disability discrimination and racial discrimination.

Learners will receive induction training and ongoing updating training on relevant areas of equality and diversity. This training will be person-centred and appropriate to each student's ability or learning difficulty.

We will collect and monitor personnel records to ensure that equality of opportunity exists throughout the organisation. Statistics will be kept on a range of equality aspects in order to measure the level of fairness to all and to ensure positive action is taken where additional support is required or underrepresented groups are identified. Data for each cohort will be produced to monitor success rates and starts of all learners, and compare this data against:

- Learners with a disability
- Ethnic minority learners
- Learners with additional learning / social needs
- Gender
- Age

Whenever contractual arrangements, including service level agreements or work placement or partnership agreements are being made with other agencies, we will seek a mutual verbal and written commitment to equal opportunities.

We are committed to maintaining a working environment free from harassment, bullying, intimidation and offensive behaviour in any form, verbal or non-verbal.

All staff are expected to carry out their duties effectively, confidently and competently; and they and their learners have the right to work without fear of harassment or bullying. Please read the separate policy on this subject.

If a complaint is made to management about harassment or bullying, it will be investigated promptly and appropriate action taken. Our disciplinary procedure will be used, where necessary, if the complaint is upheld.

If any staff member, including any volunteer, or any learner feel they have been treated unfairly and not in accordance with this Equality policy, the matter should be raised in writing specifying whether it is a complaint or a formal grievance. If it is the latter, the grievance procedure will be followed.

**Review** - The effectiveness of this policy will be reviewed periodically.

**The policy sponsor is Julie Ouston**

**Date of Issue and management authentication – July 2012**

**Reviewed – January 2015  
August 2016  
August 2018**