

Equality and Diversity Policy

Updated: September 2015

Next revision date: September 2016

1. Objectives

- 1.1 To identify key strategic equality and diversity priorities, in accordance with Develop's vision and develop and monitor an annual plan of work in relation to these each year.
- 1.2 To actively promote an environment free from discrimination, bullying and harassment for all our staff, providers and learners and tackle behaviour which breaches this.
- 1.3 To actively support the embedding and promoting of equality and diversity policies, procedures, practice, training and networks across our staff, providers and learners.
- 1.4 Develop an open culture where staff, providers and learners are involved and engaged in ensuring the implementation and delivery of our Equality & Diversity objectives.
- 1.5 Increase number of new learners participating in our provision from minority and hard-to-reach groups.

2. Scope

- 2.1 To cover all activities carried out by Develop.
- 2.2 Develop sub-contractors and settings need to provide their own general Equality & Diversity policy.

3. Key Principles

- 3.1 Develop is firmly committed to a policy of equality & diversity in all aspects of its employment and business. Develop **has achieved** the Level 2 Investors in Diversity Award. Develop believes that everyone should be allowed to make the best use of their skills and experience and thereby maximise job satisfaction and teamwork.
- 3.2 Develop will treat all persons equally regardless of them holding any of the 9 'Protected Characteristics' in the Equality Act 2010. The 9 'Protected Characteristics' from the Equality Act 2010 are: race, **sex**, disability, gender reassignment, religion & belief, sexual orientation, marriage & civil partnership, pregnancy & maternity and age. All staff will be given equal

opportunity and, where appropriate, training to progress within Develop.

- 3.3 It is unlawful to discriminate against individuals either directly or indirectly in respect of their race or sex, or any 'Protected Characteristic' they hold/ are perceived to hold in accordance with the Race Relations (Amendment) Act 2000, the Sex Discrimination Act 1975 and the Equality Act 2010.
- 3.4 Guidance of Practice relating to Human Rights and Equality across the '9 Protected Characteristics' is produced by the Equality and Human Rights Commission and Develop is committed to a programme of action to make their recommendations effective. There is also a Code of Good Practice on the Employment of Disabled Persons published by the Department of Employment (Training), which is reflected in this policy.
- 3.5 The following are the types of discrimination that are against Develop 's policy:
 - a. Direct discrimination occurs when someone is treated less favourably than another because of a 'Protected Characteristic' they have or are thought to have or just because they associate with someone who has a 'Protected Characteristic'. An example is if someone is refused promotion on the grounds that he or she is black, disabled or because of their sex.
 - b. Associative Discrimination is direct discrimination against someone because they associate with another person who possesses a 'Protected Characteristic'.
 - c. Perceptive Discrimination is direct discrimination against an individual because others think they possess a particular characteristic. It applies even if the individual does not actually possess that characteristic.
 - d. Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your company that applies to everyone but particularly disadvantages people who share a 'Protected Characteristic'. Indirect discrimination can be justified by the employer if they show that they acted reasonably in managing their business.
 - e. Victimisation, where someone is treated less favourably than others because he or she has taken action against Develop or a fellow employee under one of the relevant acts.
- 3.6 Develop is working towards the guidelines offered by the Equality Act 2010.

Develop seeks to ensure that job applications are attracted from both sexes, all races, and from disabled people and it will ensure that there are equal opportunities at all stages of the recruitment process. All job applicants should be advised that Develop is an equal opportunities employer. **All** staff will receive training in Equality and Diversity according to the requirements of the Equality Act 2010.

- 3.7 Promotion within Develop is based solely on appropriateness for role and without regard to the 9 'Protected Characteristics'. All posts advertised will be open to application by existing staff.
- 3.8 Develop will treat seriously and take disciplinary action when any member of staff is found to have a justified grievance as a result of discrimination, harassment or bullying due to any of the 'Protected Characteristics' from the Equality Act 2010.
- 3.9 All staff will be made aware of Develop's Equality and Diversity Policy. Develop may from time to time, as appropriate, run equal opportunities training courses. Overall responsibility for the monitoring and implementation of this policy lies with the CEO.
- 3.10 Equality & Diversity data will be collected and analysed to monitor the effectiveness of the promotion of equality of opportunity. Weaknesses as a result of this analysis will be addressed through Equality & Diversity **Action Plan**.

4. **Dignity at Work**

- 4.1 Develop is committed to providing and promoting a working environment which is free from discrimination, harassment and bullying and in which the dignity of individuals is respected. Develop recognises that **we live in** a multiracial, multicultural, multilingual, multi-creedal **country**. Develop also recognises that disabled people should have equal rights and opportunities to make a valuable and productive contribution to working life.
- 4.2 Develop is committed to eliminating unfair discrimination, harassment, bullying and victimisation on the grounds of race, sex, marital status, disability, age, sexual orientation, trade union membership and activity, political or religious belief and unrelated criminal convictions (also any of the 9 'Protected Characteristics').

5. **Disability Statement**

- 5.1 The following statement sets out Develop's intention to ensure that individuals are not disadvantaged in accessing learning.
- 5.2 Develop aims to ensure that all staff, volunteers, sub-contractors, teachers, pupils and **learners** are able to access learning opportunities provided by Develop, that are relevant to the individual's needs.
- 5.3 Develop wants staff, volunteers, sub-contractors, teachers, pupils and **learners** to benefit from and be successful in their learning experience. Develop will endeavour to address any needs required by individuals who have enrolled on one of its courses or workshops and need special help and assistance, such as access to venues, support with learning needs, learning materials, specialist equipment, sign language etc. They are also free to contact the Develop Manager who is organising the course or workshops for help. Develop seeks to provide opportunities for those with disabilities and to respond to their needs.

6. **Staff Responsibility**

- 6.1 All individuals involved with the learning programmes, e.g. staff, volunteers, employers, consultants and learners.
- 6.2 The CEO has overall and final responsibility for all matters relating to Equality and Diversity.
- 6.3 The day-to-day responsibility of Develop's Equality and Diversity policy is delegated to the E&D Lead who will ensure that:-
- a. Adequate resources are made available to implement this policy.
 - b. Adequate arrangements are made to bring this policy to the notice of all staff, sub-contractors and visitors.
 - c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant Equality and Diversity Forum meetings or more frequently if deemed necessary.

7. **Monitoring and Evaluation**

- 7.1 The effectiveness of the Develop's Equality & Diversity Policy is being monitored through both quantitative and qualitative data. In particular records of sex, marital status, age, nationality, ethnic origin and disability of

employees are kept. The information is analysed to identify specific issues or good practice.

- 7.2 Each programme manager collects the Equality & Diversity information relating to their programme, including an analysis and review of the information. Each analysis is carried out following the requirements and targets set by each funder e.g. EFA, ESF, LAs and local schools.
- 7.3 Any monitoring will be in compliance with the Data Protection Act 1998.
- 7.4 All monitoring will be carried out by self-classification by the individuals.
- 7.5 The Equality & Diversity policy and supporting documentation will be reviewed annually by the E&D Lead to ensure:-
- a. The degree of compliance with EO legislation
 - b. Achievement of stated EO objectives
 - c. Equality & Diversity data is analysed to identify trends and common features and to act upon the information received
- 7.7 This policy is liable to full equality impact assessment annually.

8. Supporting Documents

- 8.1 This policy should be read in conjunction with the following policies and procedures:-
- Self-Assessment Report
 - **Ethics Policy**
 - Health and Safety Policy
 - Personnel Manual **& Policy**
 - Quality Policy
 - Staff Handbook
 - Induction checklist **& Policy**
 - Violence to Staff published by HSE
 - Safeguarding Policy

Policy signed by CEO: *Mona Pike*

Date: **01 September 2015**