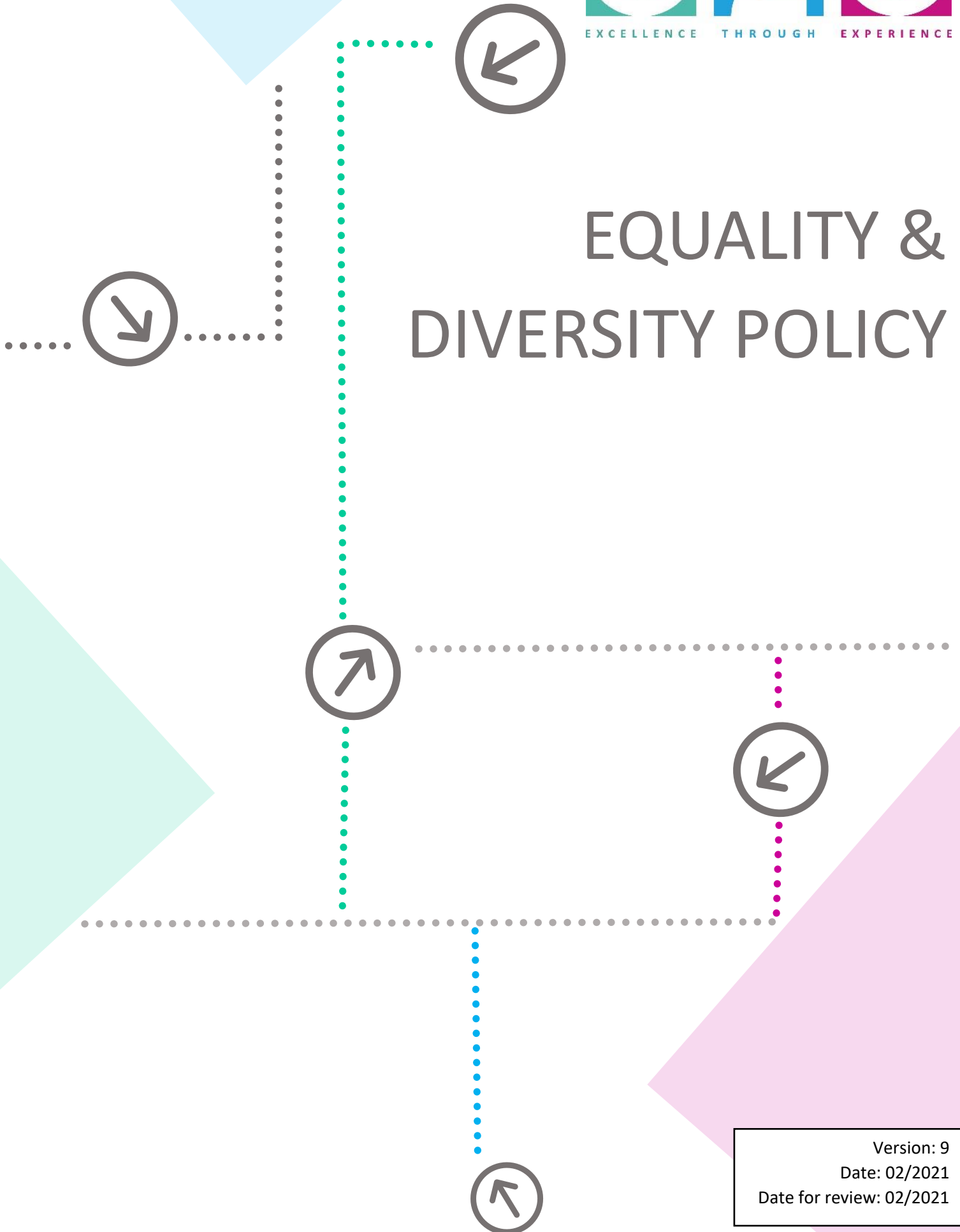


EQUALITY & DIVERSITY POLICY



EQUALITY & DIVERSITY POLICY STATEMENT

This policy has been developed to demonstrate C2C's commitment to Equality & Diversity (E & D), how it will meet those commitments, and its legal obligations as a provider of education services.

C2C is firmly committed to promoting, maintaining and supporting E & D and advancing equality on the grounds of the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation within all aspects of our business and training.

In order to achieve the successful implementation of this policy C2C will:

- ✓ Communicate our E & D policy to and discuss its implications to internal and external stakeholders.
- ✓ Create a working environment that promotes dignity and respect to all. There will be no form of bullying or harassment will be tolerated.
- ✓ Ensure all Directors and employees have regular E & D training and updates.
- ✓ Ensure our learning and assessment materials are inclusive and promote diversity.
- ✓ Take positive action to eliminate any form of discrimination or other inequalities that are brought to our attention.
- ✓ Review and update our policies and working practices in line with relevant legislation.
- ✓ We will collect and monitor E & D data on different groups of learners. This will include monitoring participation and success rates of different groups of learners (e.g. ethnicity, age, disability and gender).
- ✓ We will work to minimise any gaps in achievement between different groups of learners (e.g. ethnicity, age, disability and gender).
- ✓ Ensure every effort is made to make '*reasonable adjustments*' for employees and learners with specific needs, through the fair adaption of facilities, resources, tools and equipment including exam arrangements.

Employees and learners of C2C also have responsibilities under this policy, and are expected to be familiar with and uphold the following key principles and behaviours:

- ✓ Have an understanding of E & D and how this relates to their workplace.
- ✓ Ensuring that everyone treats each other with respect.
- ✓ Recognising differences, such as culture, age, and background.
- ✓ Listen, encourage and share views.
- ✓ Be open and inclusive.
- ✓ Avoiding stereotyping.

LEGISLATION AND CODE(S) OF PRACTICE

This Policy should be read in conjunction with other C2C policies and procedures, with key policies including:

- Data Protection and Privacy Policy
- Health, Safety and Welfare Policy
- Safeguarding Policy
- Prevent Policy
- Compliments and Complaints Procedure

This policy and related procedures are driven by the following legislation and guidance:

- The Equality Act 2010
- The Human Rights Act 1998
- The Protection from Harassment Act 1997
- The Disability Discrimination Act (DDA) 1995 (and amended to DDA 2005)
- Rehabilitation of Offenders Act 1974
- The General Data Protection Regulations 2018

PROTECTED CHARACTERISTICS AND DEFINITIONS OF DISCRIMINATION

The Equality Act 2010 identifies nine characteristics as 'protected' from discrimination; these are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnerships
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

Employers and business owners now also need to be aware of the different types of discrimination under the new legislation, these are:

- **Direct discrimination**
Treating an individual less favourably than another person because of a protected characteristic
- **Indirect discrimination**
Putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage

- **Harassment**
Unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them
- **Victimisation**
Treating someone unfairly because they've complained about discrimination or harassment

RESPONSIBILITIES

C2C expects all employees to have an understanding of and ensure that this policy is implemented confidently and competently in their daily work.

TUTORS, ASSESSORS AND INTERNAL QUALITY ASSURANCE STAFF

C2C expects that its tutors, assessors and quality assurance staff have a particular responsibility to their learners and ensure that:

- ✓ Initial Advice and Guidance is impartial and unbiased.
- ✓ Initial assessment is effective and identifies potential or actual learner needs.
- ✓ Individual needs of learners are met both in workshops and during one-to-one activity through the adoption of suitable teaching, learning and assessment methods.
- ✓ E & D will be promoted to learners via their learning programme and will be embedded throughout the learner journey.
- ✓ Reasonable adjustments are made for learners with specific needs, to include exam arrangements where necessary.

DIRECTORS AND MANAGEMENT

The directors and management at C2C will take the following steps to ensure that this policy is effectively implemented and is measured for impact:

- ✓ Ensure this policy is communicated to all staff, including updates, and made available via computer systems and noticeboards.
- ✓ Ensure that our learner and staff recruitment processes are free from bias and are non-discriminatory.
- ✓ Will use the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust and will ensure all applicants are treated fairly during application for employment.
- ✓ All staff will have fair access to induction, personal and career development opportunities and suitable facilities.
- ✓ All staff will have access to E & D training on a regular basis.
- ✓ Disciplinary and grievance procedures will be applied fairly and transparently to all staff.
- ✓ Complete monitoring activities across all learning programmes to assess the effectiveness of teaching, learning and assessment in relation to E & D.
- ✓ Collect qualitative and quantitative information on learner participation and success

- ✓ C2C will strive to secure funding and offer courses to meet the needs of all employers and learners who wish to access learning. It is however acknowledged that as a private training provider, C2C may not be able to provide some courses/programmes to particular age groups or learners based on funding, qualification and/or contractual limitations or restrictions.

ALL EMPLOYEES AND LEARNERS

Every learner and employee as a responsibility to ensure that the organisation is free from discrimination. Individuals should be aware that they too can be personally liable for a discriminatory act as well as, or instead of C2C.

All employees and learners working with C2C are expected to behave in a way that promotes and upholds the principles of this policy by:

- ✓ Reading and understanding their workplace E & D policy
- ✓ Fostering good working relationships with all colleagues, learners, employers and partners
- ✓ Recognising and embracing differences, such as culture, age, and background
- ✓ Listen, encourage and share views with others
- ✓ Be open and inclusive
- ✓ Value colleagues' professional integrity and judgement
- ✓ Avoiding stereotyping
- ✓ Undertake regular training relating to E & D legislation and policies as relevant to their role
- ✓ Report any instances of discriminatory behaviour to the directors/management of C2C

PROCEDURES FOR REPORTING INCIDENTS OF DISCRIMINATION

If you feel that you have been subject to, or have witnessed unfair or discriminatory behaviour in any form, either by a member of staff or a learner, you are encouraged in the first instance to bring this to the attention of: **Ian Shiers – Director**, C2C Training Ltd, The Derwent Business Centre, Clarke Street, Derby, DE1 2BU, 01332 987090, ishiers@c2ctrainingltd.com.