

## **Equality, Diversity and Inclusion Policy**

### **Aims of this Policy**

QTS Training recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that QTS Training complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

QTS Training is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that:

- All employees, potential employees and candidates are treated fairly and with respect at all stages of their employment.
- All employees, candidates and learners have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of QTS Training such as customers or clients.
- All employees, candidates and learners have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees, candidates and learners have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

### **Scope of the policy**

The policy applies to employees, learners, candidates, agency temps, students on work experience and job applicants.

The policy applies to all stages of employment, including recruitment and selection, promotion and training, and learning.

### **Policy statement**

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our customers, learners and candidates.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

### **Responsibilities**

Employees, learners and candidates of QTS Training have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the senior management and directors.

### **Breaches of the Equality and Diversity Policy by employees**

Breaches of this policy by employees may result in invoking the disciplinary procedures.

Employees, learners and candidates are also personally liable under equality legislation for any act of unlawful discrimination.

### **Equality and diversity in practice**

In carrying out the policy, the organisation will carry out the following actions:

- *Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures*
- *Requiring entry to learning, employment or progression within it to be based on merit*
- *Not discriminating in opportunities for recruitment, training, promotion or transfer of employees*
- *Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/role*
- *Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value*
- *Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures*

### **Implementation of the policy**

All staff, learners and candidates will be involved in creating an equality environment and one that values diversity.

### **COMMUNICATIONS**

Communication of the policy to job applicants, employees, learners and candidates through:

- Making available a copy of the policy to prospective applicants, candidates and learners
- Ensuring all new starters have the opportunity to discuss the policy with line managers/colleagues
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing non-discrimination selection training for managers who are recruiting
- Providing Equality and Diversity training and guidance to staff and volunteers
- Including reference to abiding by the policy in staff terms and conditions
- Incorporating specific responsibilities into job/role descriptions

### **WORKING WITH PARTNERS**

In selecting our partners we will consider their commitment to Equality and Diversity by:

- Asking to see their policy
- Asking what they do in practice, including monitoring the policy

### **USERS OF OUR SERVICE**

We will make our services accessible by:

- Considering formats for promotional material
- Appropriate use of language/ formats / fonts/ size
- Considering whether information should be available in alternative formats e.g. easy read /other languages
- Considering locations where the organisation's services are promoted /advertised (these could be named)
- Considering accessibility of locations from which the service is provided
- Considering the diverse make up of our staff, candidates and learners
- Considering the impact of proposed new services on the user group

### **MONITORING THE POLICY**

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to both employees, candidates and learners and methods used will include:

- Information of location of service users
- Information on how they heard of or accessed our service
- Elements of the service used by customers, candidates and learners

### **Reporting discrimination / potential discrimination**

Employees who feel that they have suffered any form of discrimination should report the issue to their line manager (or where the line manager is implicated, to their peer). Employees will be entitled to follow the organisation's grievance procedure.

Learners and candidates who feel that they have suffered any form of discrimination should refer to the QTS Training Complaints Policy Procedure

*All complaints will be treated seriously, promptly and confidentiality.*

Employees, customers, candidates and learners should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of QTS Training. QTS Training will not tolerate any harassment from third parties towards its employees, candidates or learners and will take appropriate action to prevent it happening again.

If an employee, candidate or learner witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

### **Review**

This policy will be reviewed annually by the QTS Compliance Director to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered

### **Signed**

**Alan McLeish**  
**Managing Director**

**Date : 25/03/2016**