



**Together  
Training**

# **Equality & Diversity Policy**

Together Training welcomes students and staff from all backgrounds and communities, and we guarantee that you will be treated fairly and with dignity and respect while you are here. It's not where you come from, but where you are going that is important while you study or work here. We recognise individual needs, situations and goals and will work with you towards removing the barriers to what you can do and what you aspire to be.

We believe in creating an inclusive environment and it's an essential part of our culture. We expect all of our employees to treat each other equally, honestly and with respect. We have zero tolerance of discrimination, harassment or bullying of any kind. This includes on the grounds of age, race, gender, marital status, disability, religion or belief, gender re-assignment, sexuality or on any other grounds, including association.

We want to nurture a culture where diverse perspectives can help drive success for individuals and groups. Together Training is here to help you achieve your ambitions, whether through learning or employment. We want you to aim high and do well. We do not want anything to stand in your way, so we will provide a wide range of support for those who need it. The support you need to make progress will be provided without question; this is your entitlement.

**All staff and students are expected to:**

- Treat all individuals fairly, with dignity and respecting different styles, skills and cultures
- Promote a work and education culture in which diversity is highly valued and embedded
- Ensure zero tolerance of all forms of discrimination, bullying and harassment
- Takes steps to resolve personal conflict as early, fairly and amicably as possible

We promote this policy to all stakeholders (including students, staff, contractors and partners) who are subject to this policy and those related to it. Students, staff and members of the Board will receive regular training, updates and information. We will review our practices to ensure we continually implement best practice and remove any barriers that could restrict access to individuals or groups.

**Implementation of the policy**

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

**Communication**

Communication of the policy to job applicants and employees/volunteers through induction, training and regular meetings.

**Engagement with partners**

In selecting our partners, we will consider their commitment to Equality and Diversity by: reviewing their policies and procedures.

**Users of services**

We will make our services accessible by providing support applicable to individual needs.

**Monitory 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/volunteers and to learners, and methods used will include questionnaires and Interviews and feedback forms.

The policy will be promoted and implemented by Managing Director monitoring the policy. Methods of **communicating** the policy will include:

- Making available a copy of the policy to prospective applicants, current staff and learners
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing Equality and Diversity guidance to staff

## **Equality and Diversity in Practice.**

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

- Full training of staff on the content of the policy
- Making learners aware of the policy
- Dealing with any breaches of the policy
- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures
- Not discriminating in opportunities for recruitment, training, promotion or transfer of employees or volunteers
- Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/role
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.
- Ensure that all learners are treated fairly.
- Ensure that all work is assessed fairly and equally.

If you believe you have been discriminated against in any way you can use the Together Training Complaints Procedure. If you are a member of staff there are informal and formal routes including policies you can access to resolve any concerns and to get a quick and just resolution. All complaints will be taken seriously and dealt with fairly.

The diversity of our apprentices and staff is one of our great strengths; it contributes to the atmosphere and ethos of Together Training in which we expect to give you the environment to enjoy working and learning.

## **1. Introduction**

**1.1** The Equality and Diversity policy is underpinned by the Equality and Diversity strategy, which sets out in more detail our equality objectives and impact measures and how progress against these will be monitored and reported. It describes how Together Training seeks to

ensure that it is free from unlawful discrimination and promotes diversity across all of its activities and work.

## **2. Legal Framework**

**2.1** The strategy recognises the requirements and general duties of the Equality Act (2010) by public authorities to:

- To remove or minimise disadvantages experienced by people who share a protected characteristic
- Take steps to meet the needs of people who share a protected characteristic
- Encouraging people with protected characteristics to participate in public life in other activities where their participation is low

**2.2** In addition to have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not foster good relations between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

**2.3** The general equality duties will be fulfilled by Together Training, when exercising its functions as follows:

**2.3.1** Discrimination is recognised as when a person is treated less favourably than another person because of a protected characteristic they have or are thought to have. It is also recognised as potentially occurring through association to another individual who may be discriminated against because of their protected characteristic.

**2.3.2** Harassment is recognised as unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

**2.3.3** Victimisation is recognised when a person experiences disadvantage because they have supported someone in making a complaint or an allegation of discrimination, or because they personally have made an allegation of discrimination.

Together Training recognises the definition of disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. This is recognised to include not just people with obvious physical disabilities, visual or hearing impairments, but also people with dyslexia, diabetes, epilepsy, mental health conditions or long-term illnesses that are now in remission.

## **3. Equality and Diversity Objectives**

**3.1** Equality and Diversity objectives and impact measures (EDIMs) are in place at both Corporate and apprenticeship levels. Targets are set on the basis of analysis of student and staff data which relates to enrolments, recruitment, absence, retention, achievement, success and behaviour. These are set and monitored through the Self-Assessment and Quality Improvement Action Plan monitoring activities to ensure that equality is embedded in quality monitoring activities.

### 3.2 The equality objectives set at Board level are:

- Reduce the gaps in success rates where performance between groups is above 3% to include all protected characteristics.
- Together Training will monitor programme participation and achievement through review of learner data in respect of gender, ethnicity and disability, and then amend annually with any quality improvement targets which come out of the TT self-assessment or quality audits.
- Monitor achievement gaps for English and maths to include all protected characteristics applying the 3% threshold between groups
- Develop equality and diversity monitoring arrangements for student destinations
- Ensure equality and diversity practice is embedded in all aspects of the apprentice recruitment process
- Ensure that equality and diversity practice is advanced consistently well across all areas of Together Training including the promotion of fundamental British Values
- Provide the opportunity for all staff to disclose information relating to all nine protected characteristics
- Develop management reports which allow the monitoring of protected characteristics to improve performance and the employee experience

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

**Direct discrimination** is when an employee or applicant is treated less favourably than someone else because of their:

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

and that there is no genuine occupation requirement for it.

People also must not be discriminated against because they are on a part time or fixed term contract.

## 4. Monitoring & Reporting Progress

**4.1** Together Training Leadership Group and Senior Management Team review the Together Training's performance against its Corporate and local EDIMs. Key student performance indicators are monitored on a weekly basis. These include applications, enrolments, absence, retention, achievement and success.

**4.2** In-year performance is formally reviewed through the Self-Assessment process and progress is reported twice annually via the Quality Improvement Action Plans. This includes information drawn from a variety of quality indicators to ensure that equality is embedded including key performance indicators, observations, surveys, and focus groups.

**4.3** Regular monitoring and reporting of associated policies and procedures also takes place on a scheduled basis as detailed within Together Training's Quality Assurance Plan. This includes a wide range of activity to include for example, the Managing Student Behaviour, safeguarding, learner support fund, additional learning support, admissions, staff Grievance and Disciplinary policies and the Complaints Policy.

**4.4** Equality and Diversity practice is continually reviewed by staff and students. Involvement with Together Training employees takes place through a number of mechanisms, including new employee induction, Staff Forum, training and development and also on an ad hoc basis, as and when required. Students are involved in the development and review of equality and diversity policy and practices through a variety of mechanisms including student representatives, surveys, focus groups, student Council.

The policy will be promoted and implemented with Managing Director monitoring the policy. Methods of **communicating** the policy will include:

- Making available a copy of the policy to prospective applicants, current staff and learners
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing Equality and Diversity guidance to staff

<b>Date of Issue</b>	<b>Authorised by</b>	<b>Review Date</b>
September 2019	Board	September 2021

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

The date for review is September 2021.

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

For further information, please visit  
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