**Equal Opportunities and Diversity Policy for Learners and Staff**

* eTraining Ltd. recognises that individuals and groups within society are denied access to services, employment opportunities and other fair treatment due to discrimination. We are committed to actively challenging all forms of discrimination and prejudice and we will take steps to eliminate unfair disadvantage from all aspects of our work.
* eTraining Ltd. is an organisation with an ethos which aims to ensure that equal opportunities are integral to all our policies, practices and activities. We value the diversity amongst our service users and staff and recognise the positive contribution this makes to eTraining Ltd.. We recognise that everyone has a contribution to make to our society and a right to equal opportunity.
* eTraining Ltd. will oppose discrimination and provide equality of opportunity for anyone who comes in contact with the organisation, to ensure that they are treated no less favourably due to:
  + gender (including sex, marriage or civil partnership status, gender re-assignment)
  + race (including ethnic origin, colour, nationality and national origin)
  + disability
  + sexual orientation
  + religion or belief
  + age
  + pregnancy and maternity
  + HIV status
  + Unrelated criminal offence

Prejudice and harassment in any form will not be tolerated within eTraining Ltd..

* eTraining Ltd. will actively promote diversity to the full range of individual values, attitudes, cultural perspectives, beliefs, ethnic background, sexual orientation, skills, knowledge and life experience in any given group of people.
* We aim to promote equal opportunities, eliminate discrimination and eliminate harassment through the following:
  + Opposing all forms of unlawful and unfair discrimination
  + All employees (whether part-time, full-time, contract or temporary), sub contractors, service users and learners will be treated fairly and with respect.
  + All vacancies will be advertised internally and externally simultaneously and will include a statement on equal opportunities.
  + Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.
  + All employees will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
  + All employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to Tim Rowe.

**SCOPE**

eTraining Ltd. Equal Opportunities Policy will apply in the following areas:

* The provision of training and other services;
* The selection, employment, training and career development of both paid staff and volunteers;
* The development of new training provision, other new services and initiatives;
* The development of the Centre's public image and in all forms of external liaison;

eTraining Ltd. will comply fully with the letter and intention of all laws and directives. We are committed to the fulfilment of all agreements, regulations and Acts which may have implications for our role in vocational training. Amongst these are the:

* Human Rights Act 1948 and 1998
* Equal Pay Act 1970
* Health and Safety at Work Act 1974
* Rehabilitation of Offenders Act 1974
* Sex Discrimination Act 1975
* Race Relations Act 1976 (Amended 2003)
* European Equal Treatment Directive 1976
* Copyright, Designs and Patents Act 1988
* Disability Discrimination Act 1995 and update 2005
* Equality Act 2010
* Employment Rights Act 1996, 2002 & 2004
* Employment Act 2002, 2008, 2009 & 2010
* Protection from Harassment Act 1997 (Amended 2007)
* Treaty of Amsterdam 1997
* Public Interest Disclosures Act 1998 & 2002
* Human Rights Act 1998 (Implemented in 2000)
* Data Protection Act 1998 (amended 2003)
* Working Time Regulations 1998 (amended 2008,2009, 2010)
* Sex Discrimination (Gender Reassignment) Regulations 1999
* Part Time Workers Regulations 2000

The responsibility for compliance and for the positive attitude required to ensure success is laid upon all individuals within the organisation. All external persons connected with eTraining are encouraged to hold the same responsibility and commitment.

## Management Responsibility and Vicarious Liability

The managing director and all other staff accept full responsibility for the discharge of the various laws and Acts of Parliament. They fully understand the implications for them of vicarious liability.

**Procedures**

To protect staff and learners alike, eTraining Ltd. will ensure that each person has a redress against harassment and bullying at work or during any part of training. There will be procedures for redress of complaint, and for the re-evaluation of decisions taken by assessors in accordance with the NVQ Code of Conduct following complaints from learners. Complaints will be regularly reviewed and the causes of complaints analysed to prevent reoccurrence. Anyone whose personal data is stored on a computer will have right of access to it. Health and safety at work will be paramount. These procedures are listed below:

## eTraining Ltd. Policies/Procedures that relate to Equal Opportunities

* Learner Support Policy
* Induction Policy
* Delivery of Training Procedure
* Disability Statement
* Individual Learning Plan Policy
* Disciplinary and Grievance Procedure for Learners
* Initial Assessment Policy
* IAG Policy
* Functional Skills Policy
* Functional Skills Training and Assessment Procedures
* Review Policy and Procedure
* The NVQ assessment appeals procedure.
* Health and Safety - management, operation and implementation of safety policies and procedures.

**Harassment and bullying**

Harassment is any unacceptable or unwarranted behaviour which disrupts the quality of life or work of an individual. Although the examples set out below are not exclusive, they show types of unacceptable conduct which are completely against our policy:

* Successive or single acts of bullying
* Verbal or physical abuse
* Ill-treatment
* Any offensive or oppressive act.
* Any defamatory remark.
* Causing a person to avoid or want to avoid any social, work, or training environment through poor behaviour towards them.
* Ill-advised comments or harassment about any person’s sex, sexual orientation (including lesbian, male homosexual or transitional sexual status), religion or belief, race or ethnic origin, disability or age, marital status
* Any abuse of a position of authority by a staff member over a learner or to another staff member.
* Being under the influence of alcohol will be considered to aggravate the offence, and will not constitute an excuse for it.

All staff and learners can consider themselves fully protected by this policy at eTraining Ltd., at workplaces or work placements or at any other place where work or training takes place. The occurrence of harassment must be reported to staff and/or managers at eTraining Ltd. without fear, even if there is a separate policy in place at a learners’ workplace or work placement which requires the incident to be reported to a workplace manager or supervisor. Because learners are in receipt of government funding for their training they are to be separately protected by eTraining Ltd. at all times.

Learners are to be politely questioned in confidence at reviews and at other appropriate times as to how their work placement meets their needs or whether there are any issues that they would like to discuss. Confidential records of discussions concerning these aspects will be recorded and stored separately from the documentation connected with individual training plans. Staff complaints about harassment will also be treated fully in confidence.

## Harassing Aspects of Potentially Offensive Displayed Graphic Materials

Our policy is that it cannot be assumed that because one person does not find such material offensive, so all must put up with it. We will not put anyone in a situation in which they have to request that such items be removed. You are not to make available:

* The display of sexual material on posters or in any other form including graffiti.
* Any written or printed material intended to show that any person is inferior in any way, including any sexual or racist aspect.
* The use of calendars or other potentially offensive magazines or pictures including those of a soft pornographic nature.

Managers and supervisors of learners at external workplaces or work placements are to be asked directly and without embarrassment, or fear to remove such items from the workplaces of government funded learners as part of the external company’s commitment to the equality of opportunity and protection from harassment.

No learner will be put in a position of having to ask that material offensive to them be removed.

## Cooperation by Staff and Learners

As a part of eTraining staff and learners have a duty to cooperate and comply with any measures set out to improve or sustain the concept of equality of opportunity. This means reporting all incidents of bullying and harassment. No staff or learners will be allowed to encourage or allow others by omission to carry out any discriminatory act.

## Victimisation

No person, staff or learner shall be victimised as a result of them giving information about any act by a person who contravenes this Equal Opportunities policy. Persons making allegations which are proved to be false will be dealt with in accordance with the staff procedures for dismissal. Any staff member who bullies or harasses another staff member or learner who they believe has made an accusation against them, whether it be proved or not, shall be liable to dismissal. All staff will be able to report matters detailed in the Public Interest Disclosure Act 1998.

**Training programmes**

eTraining Ltd. has a policy that access to training programmes is open and fair. People are to be told at the beginning of any interview that it is covered by the eTraining Ltd. Equal Opportunities Policy. They are to be told that if they consider the manner or questioning to be ill-advised or too personal or intrusive they should feel free to comment upon it with fear. Such questions can then be re-worded or avoided by interviewing staff as appropriate. No person shall be forced to put down any detail in their application which they are concerned might lead to an infringement of their human rights.

Initial assessment of literacy, numeracy or other determiner of current ability will be carried out so that the results of the tests are kept confidential. These results will always be given to the learner concerned on a one-to-one basis in confidence. No unnecessary testing is to take place.

Training notes will be checked to ensure the contents do not offend any group. The use of electronic communication will be monitored to ensure that no offensive material is introduced into the training or working environment and that personal privacy of data is protected. Management strategies and techniques will be regularly evaluated to ensure fairness of conduct. The structure of training and its content will be evaluated to ensure that it does not offend or infringe upon any person’s rights. The workplace or work placement contract procedures will be examined periodically to ensure fairness. Employers who do not have an equal opportunities policy of their own will be asked to review and sign up to eTraining Ltd.’s own policy in order to ensure protection of the learner in the workplace. The wording of contracts or agreements will contain wording which describes the equal opportunities policy of eTraining in an easily understandable way.

## Staff and Learners – Right to Information

All staff and learners will receive initial, regular and updating briefings on all appropriate aspects for equal opportunities, rights and responsibilities. As long as staff are a member of this organisation or a participant in one of its training programmes all concerned have an obligation to act in according with the ethos set out in this policy at all times, including time away from work or training.

**IMPLEMENTATION**

**Provision of Services**

* eTraining Ltd. will seek to provide training and related services to disadvantaged people regardless of their background, provided that they meet the referral criteria. eTraining Ltd. is committed to on-going analysis of Participation and Achievement for all programmes.  Allocations will be monitored against targets of under-represented groups to ensure that eTraining Ltd.’s services are reaching all sections of the community.
* Where appropriate, trainees will be given the opportunity to receive services and support from staff from a similar group within society, in accordance with Race & Sex Discrimination legislation. This includes making any reasonable arrangements and adjustments for learners with disabilities so that they are not disadvantaged and will comply with the Disability Discrimination Act.
* Learners who attend any training facility managed by eTraining Ltd. are expected to observe eTraining Ltd.’s Equal Opportunities Policy and treat all fellow trainees, staff and visitors with respect.
* Any Learners who believes that they have been discriminated against by eTraining Ltd. in any way are encouraged to make a complaint in accordance with the Complaints Procedure. Records of complaints will be kept in the Complaints Book and reviewed regularly by management.

**3.1.5 Marketing**

eTraining Ltd. will ensure that all literature, publicity and events will reflect the local communities that it serves. From April 2004 it will include an appropriate equal opportunities statement in all advertising and promotional material, such as eTraining Ltd. is an equal opportunities employer.

**3.2 Employment of staff**

3.2.1 Recruitment and selection of people to work for eTraining Ltd. is carried out in accordance with good equal opportunities practice. Vacancies will be advertised as widely as possible, with advertising positively welcoming under-represented groups from within the local community. eTraining Ltd. is committed to making reasonable adjustments to workplaces to enable people with disabilities to work effectively.

3.2.2 Job applicants are expected to demonstrate a commitment to equal opportunities and an understanding of how to implement its principles in relation to the post for which they are applying.

3.2.3 All employees have a contractual obligation to apply the Equal Opportunities Policy positively in all aspects of their work. Any proven breach of the equal opportunities principles by a member of staff, particularly any instance of prejudice or harassment, will be treated as a serious disciplinary offence. eTraining Ltd. will take all reasonable steps to recruit, employ and promote employees on the basis of ability, skills and qualifications. This includes making any reasonable arrangements and adjustments for people with disabilities so that they are not disadvantaged and will comply with the Disability Discrimination Act.

eTraining Ltd. will avoid making any requirements when recruiting employees that would exclude a higher proportion of a particular sex or racial group or exclude people with disabilities. It will comply with the code of practice for the Commission of Racial Equality, the Equal Opportunities Code of Practice and the Equality Act.

3.2.4 If staff believe that they have been discriminated against in any way by eTraining Ltd., they are encouraged to submit a grievance.

**4 Responsibility for implementation**

4.1 It is the responsibility of all those individuals involved in any way in e-Training Ltd. to uphold the Centre's Equal Opportunities Policy.

4.2 The Managing Director is ultimately responsible for ensuring the Policy is implemented and monitored in a meaningful way. It is committed to approving expenditure on appropriate resources to ensure effective implementation through specific training and awareness-raising sessions and other methods.

* + 1. Day to day responsibility for implementation lies with the Managing Director and all staff. Staff at all levels are responsible for ensuring a positive application of the Policy, for identifying areas where the policy is currently not working and devising action to ensure more effective implementation.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_M.D.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print T Rowe\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_