



TEMPLEGATE TRAINING
ACADEMY CIC

Templegate Training Academy (TTA)

Equality and Diversity Policy

Reviewed: June 2020
Next Review: May 2021

Equality and Diversity Policy

Templegate Training Academy welcomes the opportunity to invest in the advancement of individuals and sectors of the community and is committed to opposing discriminatory practices.

It is a fundamental belief of Templegate Training Academy that only through a positive approach can sections of the community that have traditionally been excluded from opportunities fulfil their true potential in life.

We believe that all sections of the community irrespective of:

- gender, age, race, ethnic or national background, physical or learning disabilities,
- marital or civil partnership status, family responsibilities (including pregnancy and maternity), sexual orientation, gender reassignment, HIV status, AIDS, unemployment or trade union activities,
- religion or political beliefs, unless in exercising those beliefs an individual offends the terms or spirit of this statement
- or any other factor which may be considered to be a drawback, should have equal provision and access to employment, related services, training and advancement.

Templegate Training Academy fully understands all aspects of the issues of equality and endeavours to ensure that all those who are employed by Templegate Training Academy or those who receive services from Templegate Training Academy both understand and abide by the general standards of good equality and diversity practices and have a healthy respect for individuals' rights and beliefs.

It is our belief that equality does not mean treating everyone in the same manner, but rather treating everyone according to their individual needs to ensure they have the equal access to opportunities. This may include, but is not limited to, adapting the environment (e.g. providing additional resources, or relocating activities) to enable participation.

Templegate Training Academy makes it the responsibility of all employees, individuals and organisations receiving services to fully support and abide by the terms and spirit of this statement.

2 Our Aims

- To promote our commitment to providing equality for all staff and customers
- Support staff in understanding, fulfilling and improving their role within Templegate Training Academy
- Striving to remove physical and attitudinal barriers
- To eliminate unfair discrimination, direct or indirect, on the grounds of sex, colour, race, ethnic and national origins, disability, age or other protected characteristics.

3 Legislation

This policy is designed to comply with the Equality Act 2010. However, should this policy be in conflict with the Act, a judgement of court which effects the interpretation of the Act, or subsequent amends to this law or other law regarding Equality, these will take precedence over this policy.

4 Our Approach to Equal Opportunities in Employment

Our approach follows these guidelines:

- Recruitment will be business driven and will be within all the local and national legal requirements
- Our equal opportunities will not discriminate against any groupings or individuals
- We will not tolerate prejudice in the form of victimisation or harassment from employees of the Templegate Training Academy on the grounds of personal differences
- Equality of opportunities is the responsibility of all people and organisations working for, with or on behalf of Templegate Training Academy
- All staff will be aware of this policy and will support its implementation
- We will have an open and trusting environment in which individuals are encouraged to challenge inequality and have the freedom to discuss equal opportunities where appropriate

Failure by staff to follow the guidelines set out in this policy in carrying out their role within the Templegate Training Academy will be taken very seriously and could lead to disciplinary action.

4.1 Recruitment and Selection

When recruiting for any available position the primary objective is to find a person most suitable for the job. Our objective is to provide all staff that have an active role in recruitment and selection with suitable training. Such training will include the legislation and other issues incorporated within Templegate Training Academy's Equality and Diversity ethos.

4.2 Job Descriptions and Person Specifications

It will be the responsibility of the Line Manager in consultation with the Human Resources to review, and prepare when necessary, each job description and person specification.

The review should cover a number of points:

- That both documents comply with the principles in this policy
- Both documents contain only objective, job related criteria
- No vacancies contain unnecessary restrictions. Any restrictions that do occur will require justification in relation to the job role.

4.3 Job Advertisements

Line Managers in consultation with Human Resources must check all advertisements do not contain unnecessary criteria that exclude certain groups within society. All advertisements must then be authorised by the Managing Director.

Job advertisements should, where possible:

- Include flexible working arrangement or job share
- Be advertised to as wide a number of people as possible

4.4 Selection and Testing

Short-listing must be completed by the Line Manager or Human Resources with at least one other person. The Managing Director should be aware of and approved the methods used to short-list. Interview panels should as diverse as possible to ensure any potential bias is reduced.

All applicants can request a copy of this policy. We will make every effort to ensure that the needs of all applicants are catered for as far as we possibly can. Skills testing must be designed so that the test is fair to all applicants.

4.5 Recruitment of Ex-Offenders

4.5.1 Purpose

Templegate Training Academy is committed to the principle of equality of opportunity and, subject to the over-riding consideration of protecting children and vulnerable people, undertakes to treat all applicants for positions fairly and not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

4.5.2 Scope

The scope of this policy covers all potential job applicants. This policy has particular reference to staff concerned with recruitment.

4.5.3 Policy Statement

As an organisation, we use the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Templegate Training Academy complies fully with the DBS Code of Practice.

A Disclosure is only requested after a thorough analysis has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required applicants will be informed that a Disclosure will be requested in the event of them being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under confidential cover to a designated person within Templegate Training Academy and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Templegate Training Academy to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Templegate Training Academy who are involved in the recruitment process have been suitably trained to identify and assess the relevance and the circumstances of offences. We also aim to ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar applicants from working with us. This will depend on the nature of the position and the circumstances and background of the offences with due consideration given to our responsibilities to protect children and vulnerable people.

4.6 Adherence to Policy

Responsibility for the implementation, monitoring and development of this policy lies with the Human Resources Manager. Day to day operation of the policy is the responsibility of Human Resources and managers involved with recruitment.

4.7 Appraisal

Our appraisal system is based around job related criteria not person specific criteria. We use the CLEAR (Concise, Limited by Time, Exact, Achievable, Realistic) scheme of appraisal. This will assist in providing a fair framework to base training and staff development plans.

All staff will have access to at least one target-setting appraisal per calendar year, excluding new staff that complete their probationary period within 6 weeks from the beginning of the new appraisal year. Staff will then have a review of the set targets at least on an annual basis. During these reviews, appropriate training and development plans will be agreed.

4.8 Staff Training

All staff training, where practicable, will take account of employees' individual requirements. This may affect criteria such as Duration, Venue and Style of Teaching to ensure training is available to all staff.

We aim to ensure any external training providers and external venues are aware of our Equality and Diversity Policy and the implications that this has on their role in providing training.

4.9 Trade Unions

Templegate Training Academy has no formal agreements with any Trade Unions. Staff are free to join, if they wish, any Trade Union of their choice.

5 Responsibility of Employees

Whilst management have a responsibility for establishing procedures and practice to implement this policy, it will only be genuinely effective if the policy is reflected in the behaviour and attitudes of managers and employees throughout the organisation. We therefore expect all employees to play their part in promoting equality of opportunity by co-operating with measures introduced to implement this policy.

6 Complaints

Any applicant, whether applying for employment or is a customer or client, wishing to raise a complaint should do so, in writing, to Human Resources within 15 working days of the alleged incident. An investigation will then be conducted by a representative of Templegate Training Academy who has not been previously involved in the procedure. The ruling of the Human Resources will be final and the individual will receive written notification as to the outcome.

7 Discipline

Templegate Training Academy views breaches of the Equality and Diversity Policy extremely seriously. Those involved with, or responsible for, such breaches will be subject to disciplinary proceedings at an appropriate level.

8 Types of Harassment

8.1 Direct Discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have or because they associate with someone who has a protected characteristic.

8.1.1 Examples of Direct Discrimination

The following list includes some example of what may constitute Direct Discrimination, but is in no way meant to define an exhaustive list:

- Rejecting a promotion due to a protected characteristic
- Refusing training opportunities due to a protected characteristic
- Bias in target setting or management due to a protected characteristic

8.2 Indirect Discrimination

Indirect discrimination can occur when a condition, rule, policy or practice that applies to everyone particularly disadvantages people who share a protected characteristic. It should be noted that indirect discrimination can be justified where it is a proportionate means of achieving a legitimate aim.

8.2.1 Examples of Indirect Discrimination

The following list includes some example of what may constitute Direct Discrimination, but is in no way meant to define an exhaustive list:

- Requiring staff to work late where this may breach their religious beliefs (however, should the work be time sensitive this may be a legitimate aim)
- Requiring all staff in a particular department work in a certain location that is not accessible to disabled staff.

8.3 Bullying and Harassment

We believe that bullying and harassment are unacceptable on moral grounds and may, if they are allowed to go unchecked or are badly handled, create serious problems for Templegate Training Academy and the individuals involved. Harassment is also against the law and can result in an employment tribunal or other civil claims against Templegate Training Academy or individuals involved.

Templegate Training Academy has a responsibility for clients and staff, in that they can attend and work in a supportive and constructive climate, free from bullying and harassment. This document sets out such a policy.

Templegate Training Academy also has a responsibility to our staff to ensure they are not harassed, bullied and put under pressure by customer, clients and their representatives.

Templegate Training Academy does not accept harassment and bullying from anyone, this includes all staff, customers and clients. We consider bullying and harassment a serious breach of this policy.

8.3.1 Definitions

Bullying: We define bullying as persistent unacceptable, offensive, intimidating, malicious, insulting or humiliating behavior, abuse of power or authority which attempts to undermine an individual or group of employees and which may cause them to suffer stress.

Harassment: We use the description “Harassment is unwanted behaviour which a person finds intimidating, upsetting, embarrassing, humiliating or offensive.” We judge harassment by whether the behaviour is acceptable by normal standards and is disadvantageous, not just by whether it was intentional or not.

As both bullying and harassment are linked to an abuse of power, there are clear similarities between the two types of behaviour. However, there is an important difference in that harassment springs from discrimination. While harassment is often aimed at individuals on the grounds of their race, gender or sexuality etc., it can also be a form of bullying. As many forms of discrimination are outlawed by specific legislation, it is important that cases of harassment are identified as such.

8.3.2 Examples of Bullying and Harassment

The following list includes some example of what may constitute Bullying and Harassment, but is in no way meant to define an exhaustive list:

- Physical contact
- Jokes, offensive language, gossip and slander
- Isolation or non-co-operation and exclusion from group activities
- Pressure to participate in political or religious groups
- Intrusion by pestering, stalking or spying.
- Shouting, swearing and threatening behaviours
- Humiliation - especially in front of other staff or customers
- Belittling and undermining the work of the staff member or clients, especially in front of others
- Sexist, racist, or religious remarks
- Overloading an individual with work, unreasonable duties, or inappropriate tasks.
- Insisting on repeated attendance at the job with early starts, late finishes, outside the stated hours of work in the contract.
- Intimidation of customers or clients with respect to trying to prevent the customer making justifiable comments or complaints
- Bullying by email, with the sending of repeated messages to harass the individual about work in progress, or comments about performance
- Spreading malicious or insulting rumours
- Copying memos or emails that are critical about someone to others who do not need to know.
- Ridiculing or demeaning someone - picking on them or setting them up to fail
- Unfair treatment
- Overbearing supervision or other misuse of power or position
- Unwelcome sexual advances
- Making threats or comments about job security without foundation
- Preventing individuals progressing by intentionally blocking promotion or training opportunities.

Forms of bullying and harassment may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Behaviour that is considered bullying by one person may be considered firm management by another. Most people will agree on extreme cases of bullying and harassment but it is sometimes the 'grey' areas that cause most problems.

8.3.3 What is not Bullying and Harassment

The following list includes some example of what are not considered Bullying or Harassment:

- Constructive criticism and feedback on performance
- Pointing out where improvements may be made
- Giving comments on what went wrong and why
- A referral rather than a pass in an assessment

These will be carried out in a constructive and supportive way, preserving a good manager / employee relationship.

8.4 Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

8.4.1 Examples of Victimisation

The following list includes some example of what may constitute Direct Discrimination, but is in no way meant to define an exhaustive list:

- After making a complaint about discrimination, a member of staff is ostracised by her colleagues or manager

9 Complaints of Unfair Treatment

If any staff member has a complaint of any form of discrimination (including harassment) they should utilise the Templegate Training Academy Grievance Procedure. Complaints will be treated in the strictest confidence and where necessary investigated promptly and thoroughly.

10 Our Approach to Equal Opportunities with Students (including apprentices)

Our approach follows these guidelines:

- Our equal opportunities will not discriminate against any groupings or individuals
- We will not tolerate prejudice in the form of victimisation or harassment from students on the grounds of personal differences

- Equality of opportunities is the responsibility of all people and organisations working for, with or on behalf of Templegate Training Academy
- All staff, students and employers will be aware of this policy and will support its implementation
- We will have an open and trusting environment in which individuals are encouraged to challenge inequality and have the freedom to discuss equal opportunities where appropriate

Failure by staff and students to follow the guidelines set out in this policy will be taken very seriously and could lead to disciplinary action.

11 Student and Apprentice Recruitment and Selection

When recruiting for any course the primary objective is to find people who meet the entry requirements of the course. Our objective is to provide all staff that have an active role in recruitment and selection with suitable training. Such training will include the legislation and other issues incorporated within Templegate Training Academy's Equal Opportunities outlook.

11.1 Advertisements

All staff involved in the advertising process must ensure advertisements do not contain unnecessary criteria that create unnecessary barriers to entry. All advertisements must then be authorised by the Managing Director.

11.2 Selection and Testing

Selection of students and apprentices must be solely based on the entry requirements of the programme.

All applicants can request a copy of the Templegate Training Academy's Equal Opportunities policy. We will make every effort to ensure that the needs of all applicants are catered for as far as we possibly can. Skills testing must be designed so that the test is fair to all applicants.

12 Adherence to Policy

Responsibility for the implementation, monitoring and development of this policy lies with Human Resources. Day to day operation of the policy is the responsibility of all delivery staff and managers.

13 Progress Reviews

We use CLEAR (Concise, Limited by Time, Exact, Achievable, Realistic) target in our Progress Reviews. This will assist in providing a fair framework to base training and development.

14 Complaints of Harassment from Students or apprentices

If any student or apprentice has a complaint of harassment, they should utilise the Student Complaints Procedure. Complaints will be treated in the strictest confidence and where necessary investigated promptly and thoroughly.