



TALENTED TRAINING LIMITED

Equality Policy

1. Our Policy

This policy sets out the commitment of Talented Training Ltd, its Governing Body and senior management to promote equality of opportunity and work to eliminate unlawful and unfair discrimination and harassment in the workplace.

We value our employees and recognise the contribution they make to our business and we are committed to providing equality for all irrespective of:

- Age
- Disability
- Ethnicity
- Gender
- Religion or belief
- Sexual orientation
- Gender reassignment
- Civil partnership or marital status
- Pregnancy or maternity
- Social background or any other personal characteristic

We will work to ensure that all of our employees, as well as those who apply or seek to apply to work with us will be treated fairly and will not be subjected to discrimination on any of these grounds. This includes volunteers, contract and agency workers, trainees, and those on work placement. We will make whatever reasonable adjustments are required to provide disabled people with a fair chance to access employment opportunities.

2. Our Commitments

We will:

- Promote equality of opportunity for all

- Promote a productive and harmonious workplace where there is mutual respect and harassment and bullying is not tolerated
- Prevent unlawful discrimination, direct and indirect and victimisation
- Comply with our legal obligations as set out in Appendix 1
- Take seriously and address any breaches of this policy

3. How we will implement this

Karen Glencross has overall responsibility for the implementation of this policy. Each director and manager is accountable for delivering the equality commitments in their areas of responsibility and all employees are expected to abide by the policy.

To implement this policy we will:

- Include appropriate equality objectives and responsibilities in each job description
- Provide our employees with the necessary knowledge and skills to help ensure that the workplace is free from discrimination and harassment
- Train all those who are involved in recruitment and selection, whether for vacant posts, promotions or training opportunities
- Regularly review our employment policies and procedures to ensure they do not unlawfully or unfairly discriminate
- Gather equality and information on our workforce and job applicants
- Work to make our workforce more representative through monitoring and where possible, undertake lawful positive action
- Ensure promotional material is inclusive and represents the protected characteristics. Where possible we will use existing employees as role models
- Seek commitments from our suppliers that they are taking steps to promote equality and eliminate discrimination
- Make sure that there are sufficient resources in place to implement this policy effectively

4. Policy Review

We will keep this policy under review and will regularly assess the progress we are making toward achieving our equality commitments. We will take action when we identify areas where inequality or discrimination may exist.

5. Complaints of Discrimination

If you believe that you have suffered any form of discrimination, harassment or victimisation you can raise this matter through the grievance procedure, a copy of which is available on the Quality Drive. All complaints will be dealt with promptly and in accordance with the agreed procedures.

You will have the right to make a complaint to an Employment Tribunal. However, you normally have to raise your complaint under internal procedures first. For more information speak to Karen Glencross or for guidance on statutory disciplinary and grievance procedures see www.acas.org.uk.

Anyone who makes a complaint of discrimination must not be victimised. We will make every effort to ensure victimisation does not occur and any complaints will be taken seriously and dealt with promptly.

EQUALITY LEGISLATION

The Equality Act 2010 broadens the protection from the discrimination afforded to employees in the workplace.

Employers should ensure that:

- Equality and Diversity policies cover all protected characteristics and does not refer to out of date law. (Age, Disability, Religion or Belief, Sexual Orientation, Transgender, Ethnicity, Gender, Pregnancy and maternity and Marriage and Civil Partnership)
- Training materials should be up-to-date and include all protected characteristics
- Recruitment and Selection policies, procedures and materials should be up-do-date and cover protected characteristics. Pre-employment health questions should be removed from application forms/packs.
- Have up-to-date Equality and Diversity, Bullying and Harassment and Complaint Policies to ensure third party harassment is something you will not tolerate

Indirect discrimination can now be claimed across all seven protected characteristics (Age, Disability, Religion or Belief, Sexual Orientation, Transgender, Ethnicity, Gender). Not included are Pregnancy and maternity and marriage and civil partnership.

Positive action is now available to be used should there be two job applicants of equal calibre the minority person may be selected for the post. Employers must show evidence of a fair and equal selection process.

Protected Characteristics

Age

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender Reassignment

The process of transitioning from one gender to another.

Marriage and Civil Partnership

Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and Maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race

Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion and Belief

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Gender

A man or a woman.

Sexual Orientation

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes