



Equality and Diversity Policy

Policy Statement for Multi Trades Training LTD (MTT)

MTT is committed to be an Equal Opportunities Employer and Provider of Training in accordance with the Equality Act 2010 – ‘legally protects people from discrimination in the workplace and in wider society. It replaces previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations.’

We value diversity by providing equality of opportunity to applicants, both learners and staff and by following working practices that are free from unfair and unlawful discrimination, and encourage mutual trust and respect for individuals.

The aim of the Equality and Diversity Policy is to ensure that no applicant or member of staff receive less favourable treatment on the grounds of:

- Age
- Disability
- Gender, including Transgender and Gender reassignment
- Race, colour, nationality, ethnic or national origins
- Marriage, paternity or civil partnership
- Sexual Orientation
- Those living in or leaving care
- Young carers (young parents or those caring for a family member)
- Young offenders or ex-offenders



- Those from low socio-economic backgrounds (for example entrenched unemployment) or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

This policy also seeks to ensure that no learner or member of staff is victimised or subjected to any form of bullying or harassment in the workplace.

All learners and members of staff have the right:

- To work in an environment free from
 - Discrimination
 - Harassment
 - Bullying
- To have equal access to training, career development and promotion opportunities
- To seek re-dress, without fear of victimisation, when they perceive they have been discriminated against, harassed or bullied in the workplace

While specific responsibility for eliminating unlawful discrimination, and providing equality of opportunity rests with the Directors. MTT expects that all learner's and staff will treat others with dignity and respect.



Recruitment and Selection

All individuals who apply to MTT or any of our training programs will be asked to complete an interview, assessment and induction. This process will identify current strengths and areas of development. This process will allow our staff to ensure learning needs can be identified at the earliest stage and ensure that on commencement, the individual will receive the support needed to achieve their career aim. If the support required is of a specialist nature MTT will endeavour to obtain the support or direct the learner to an appropriate source to pursue their learning aim, MTT will take positive action to attract applicants from all sections of our community, recognising the diverse backgrounds of the people we work with.

Training and Development

MTT will ensure that all staff and learners have equal access to training and development opportunities to enable them to promote equality and diversity within the workplace, and internal training is delivered on staff induction.

MTT will ensure that our staff are aware of the issues that can affect minority groups and other learners affected by disabilities. We will take reasonable steps to ensure suitable resources are made available and are used effectively to support equality and diversity.

MTT will provide all staff with the opportunity to develop their skills and confidence and to deal with equality and diversity issues in a professional manner.

MTT staff, learner and employer awareness

MTT will endeavour to drive beyond compliance to promote best practice in all our activities through working in partnership and sharing best practice with others. We will promote equality and diversity to all our partners and stakeholders and ensure that our marketing and advertising actively reflects this.

Stakeholder surveys and internal audits are conducted regularly and we use the results to help us to review and renew our policies and procedures.



Monitoring of participation and achievement

MTT is committed to using the views and opinions of our learners and other stakeholders to improve our services.

MTT will endeavour to track the progress of all learners using our enrolment system ensuring that our systems and procedures consider their needs.

Complaints

MTT will endeavour to respond to all complaints immediately treating all complaints from learners/stakeholders with the utmost respect and dignity. Every effort will be made to preserve anonymity as far as is reasonably possible.

We aim to resolve all complaints within the specified period of our Complaints Policy, keeping the complaint updated on the progress of their complaint.

We continue to monitor the effectiveness of our procedure through customer evaluation and internal audit.

We will provide clear information to staff, learners and other stakeholders on our Complaints and Appeals procedure.

We will welcome feedback from all complaints on the quality of service that they receive in relation to complaints and use this feedback to improve our service.

Statutory Requirements

MTT will review and upgrade our policies in line with current legislation.

MTT will promote and inform learners, employers and subcontractors of their responsibilities in relation to equality and diversity.

MTT will continue to raise awareness of equality and diversity issues through all communications with stakeholders.



Implementation

MTT have developed a strategy that has taken into consideration current legislation, business needs, and available resources.

Responsibilities

It is the responsibility of all MTT staff, Sub-Contractors, learners, and employers to work together towards combating all forms of discrimination. By ensuring the Equality and Diversity Policy is adhered to and that all incidents of discrimination are reported through the appropriate channels we can make a positive impact.

- MTT Directors take responsibility for endorsing the Equality and Diversity Policy
- The Directors take responsibility for advising on and developing the Equality and Diversity strategy, policies, staff training and the co-ordination of activities.
- The Directors take responsibility for the communication of policies and actions to staff, employers, learners, subcontractors and stakeholders.
- All staff takes responsibility for ensuring that Equality and Diversity Policies are consistent themes within all areas of their work. Reading, understanding and applying the policy and the adjoining appendices will ensure that potential acts of discrimination are dealt with appropriately.
- All staff are responsible for the promotion of Equality and Diversity to the wider community.
- The Directors will, as part of the Internal Audit process, monitor the effectiveness of this policy in relation to equality and diversity.

Duties of all MTT Staff and Learners

All staff are responsible for ensuring that harassment and all other forms of discrimination do not occur in the areas for which they are responsible and working in and dealing promptly with any incident of which they are aware.

All staff have a duty to adopt personal standards of behaviour and treat all colleagues and learners with dignity and respect.



All staff and learners have a responsibility to ensure that their behaviour at work creates an environment that is free from any form of harassment and all other forms of discrimination. Learners who are unhappy with the services provided by MTT can discuss the matter with the Directors, e-mail address is rob.jones@mttraining.co.uk.