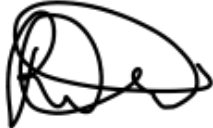




Multi Trades Training

Equality & Diversity Policy

Review Date: July 2024

Approved by	RK Jones	Position	Director
		Date	8 th June 2023

Document Control

Date	Review & Revision	By
08/06/2023	Updated to advise this policy is held in RecordMy and Quads Direct. Addition of DBS Update service.	Quality Lead

Equality & Diversity Policy

Scope:

This statement outlines the general responsibilities and requirements Multi Trades Training (MTT) expect from members of staff, learners, and employees in their day-to-day activities.

It is the responsibility of each Director, Manager and all Tutor, Coaches and Assessors to ensure that the Equality & Diversity Policy is fully observed and that there is no discrimination against learners. Behaviour that is not in accordance with policy is unacceptable and may result in disciplinary action being taken.

Associated Policies

This policy should be used in conjunction with the following policies

- Safeguarding
- Safe Use of ICT Internet Safety
- Complaints
- Appeals

Commitment:

Multi Trades Training is committed to equality and diversity for all, both as an employer and a training provider.

It is the policy of MTT to ensure that no person involved or associated with us receives less favourable or less fair treatment than any other individual on any grounds recognising each individual's starting point and preferred route to achieving their goal. We expect that all those connected with us will fully comply with this policy. In accordance with the Equality Act 2006 MTT encompasses all strands of equality and diversity legislation (Age, Disability, Race and Ethnicity, Gender and Sex, Religion, Belief and Non-Belief and Sexual Orientation).

MTT facilitates the sharing and development of good practice whilst demonstrating a commitment to valuing the diversity of all existing and potential staff, learners, employers, parents / carers and customers.

MTT policy is to provide and maintain equal opportunity within our working environment including access to resources and working practices for all its employees to enable them to achieve their goals and to provide such information, advice and guidance as they need for this purpose.

To ensure that all employees, irrespective of position within the Company, understand the Company's commitment to equality, copies of this Policy will be placed within the internal digital platform 'RecordMy' for staff and issued at induction as well as in the learner and employer areas of Qualls Direct. MTT supports the concept of consultation with its employees on equality of opportunity matters.

The company is an equal opportunity employer. No team member will be discriminated against on grounds of colour, race, nationality or ethnic origin, nor on grounds of sex, sexual orientation, marital status, religion, political views, disability or age.

We aim to ensure that no job applicant or team member receives less favourable treatment or is discriminated against in any circumstances and that all team members are recruited, trained, transferred and promoted on the basis of the individual's aptitudes and the requirement of the job.

The MTT practises and guidelines relating to equal opportunities must be strictly adhered to by all team members. Discrimination, abuse or failure to observe these guidelines may result in disciplinary action being taken, up to and including summary dismissal (without notice) in serious cases.

If you believe that you have not been treated equally, you should raise the matter through the Grievance guidelines detailed in this policy.

Positive Action

- Every effort will be made to inform learners and staff of opportunities to break out of stereotypical roles at work.
- Any person who has a disability, physical or mental (hidden) will be given opportunity equal to all others and based on merit and suitability for positions and course
- As Training Providers, MTT are committed to being proactive in encouraging staff, learners and all others connected to us to embrace the diversity of individuals
- Learners and staff will be supported to make sure they understand their duty to cooperate and comply with any measures set out to improve or sustain equality and diversity within MTT.
- Learners, staff and others are asked to report any incident in order that it may be addressed.
- All staff are asked to carry out their duties in a professional and proper manner considering the requirements of legislation and commitment to compliance.

Breach of Policy

Disciplinary action will be taken against any employee, associate or learner, who is found to have committed an act of discrimination or harassment. Serious breaches of policy will be taken as gross misconduct.

Harassment, Bullying, Victimisation

Harassment is unsolicited and unwelcome workplace behaviour that adversely affects the dignity of the recipient. Where such behaviour is motivated by gender, sexual orientation, marital status, race, colour, national or ethnic origin, nationality, age, or disability it also amounts to infringement of equal employment opportunity.

Bullying is persistent, offensive, malicious, intimidating, or humiliating behaviour, often associated with the misuse of power or position, which aims to undermine the confidence or self-esteem of the recipient.

Victimisation, as a result of giving information about any act by any person that contravenes this Equality & Diversity policy, or for any other reason will not be tolerated. No person, staff, or learner, will be victimised for their religion, religious or philosophical beliefs, sexual orientation.

We are committed to ensuring that no harassment or victimisation at work, whatever the motivation, is overlooked or condoned. Such behaviour can range from extreme forms such as violence or bullying to less obvious actions like practical jokes and ridiculing colleagues or subordinates.

Conduct becomes harassment if it persists after the recipient has made clear that it is regarded as offensive, although a single offensive act can amount to harassment if it is so serious as to be obviously offensive towards the recipient.

If you believe you are the subject of any of these, you should make a formal complaint. (The aim throughout is to resolve the complaints sensitively, impartially, effectively, and quickly) Depending on the seriousness of the allegation, the alleged harasser may be suspended while the matter is being investigated under our disciplinary procedures.

For learners, the procedures of their employer will apply.

All staff must discourage sexual or racial harassment and seek to prevent it from taking place.

In particular, they should: -

- Take prompt action to stop any form of harassment as soon as it is identified.
- Ensure that potentially offensive material is not displayed or circulated in the mobile workshops, training centre or main office.
- Make it clear to that this kind of behaviour is not acceptable and where appropriate will be treated as a disciplinary matter.

Confidentiality

Any information disclosed that is considered personal or sensitive including disability will be on the understanding that it is done so in confidence and will only be shared with relevant personnel by prior written agreement and not shared without explicit consent being given by the individual.

Where written permission is given by individuals to pass on information the whole organisation shall be considered to know. It will be the responsibility of the informed person to pass information to the appropriate individuals and make all appropriate arrangements to facilitate the needs of the member of staff or learner without cause to embarrassment or disadvantage.

MTT will through induction for staff and learners ensure they understand the importance of maintaining confidentiality and how to maintain it.

Complaints & Grievances

In order to protect staff and learners alike MTT will ensure that each person has redress against harassment and bullying at work or during any part of learning.

We will ensure that any employee / learner who feels that they have been treated unfairly or subjected to direct or indirect unfair discrimination can raise the matter through the appropriate grievance procedure when every effort will be made to secure a satisfactory resolution. Any employee / learner making a complaint of unfair discrimination will be protected from any victimisation in any form.

- Learners must use the guidelines and procedures issued to them as part of their induction.
- A record of all complaints made by learners will be held in confidence on their learner file.

- Staff must use the line management structure that is in place.
- A record of all complaints made by staff will be held by the HO team in accordance with their procedures and in compliance of all legislation.
- The reason for all complaints will be reviewed and action taken where appropriate in an endeavour to prevent a reoccurrence.

Right to Advice, Counselling & Mediation

MTT support everyone's right to advice and to legal protection. MTT aim to address grievances internally through its own policies and procedures. If this is not possible MTT will endeavour to source independent advice, counselling, or mediation for the individual to pursue, if they so wish.

Monitoring

Regular monitoring of our safer recruitment processes together with all other equality and diversity policies and processes for both staff and learners will take place to ensure that we pursue an effective policy of equality of opportunity.

Information Computer Technology (ICT)

The use of electronic communication and online training materials will be monitored, where possible, to ensure that no offensive material is introduced into the training or working environment and that personal privacy of data is protected.

Anyone whose personal data is stored by MTT will have the right of access to it. MTT are fully in agreement with and supports the regulations in the Data Protection Act 1998.

All staff and associates are required to participate in the Update Service, the online subscription service that allows you to keep your standard or enhanced certificates up-to-date, and allows employers to check a certificate online.

Recruitment and Selection

The Safer Recruitment of staff and associates will be on the sole basis of the applicant's abilities and follow the guidelines for ensure that applicants are suitable to work with young people and vulnerable adults. A disability (physical or mental) will not of itself justify the non-recruitment of an applicant. MTT will take into account previous qualifications, achievements and experience for the purposes of recruitment and accreditation of prior learning for all learners and staff.

Before an applicant is judged because of a reason related to their disability to have failed to meet the requirements of their job description and personal specification or to been less suitable than other applicant's full consideration will be given as to whether a reasonable adjustment can be made which will counteract this disadvantage.

Selection of learners will be based on their application and aptitude for the standard they are applying for. An initial assessment will allow support interventions to be identified and planned for.

Reasonable adjustments to the application procedures will be made as required to ensure that applicants are not disadvantaged because of disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

Consequently, in addition to following the company's initial selection procedure the following general guidelines should be followed to ensure Equal Opportunities for all:

- Make it clear that applications both for jobs and Government funded training programmes are welcome from all people.
- Ensure that recruitment and selection methods used reach a wide range and representative cross section of the community.
- Choose photographs or illustrations for recruitment literature and training materials that reflect diversity of our society.
- Eliminate the use of racist or sexist language.
- Do not pre-judge people's abilities because of their race, sex or disability.
- Do not favour candidates based on informal approaches and recommendations or from unsolicited representation made on their behalf.
- Plan interviews carefully to ensure any questions asked relate directly to the position applied for in order to make decisions based on knowledge, abilities, experience and merit.
- Wherever possible ask the same questions, in the same words, of everyone being interviewed.
- Keep full and accurate records of test results, interviews and reasons for selection or non- selection.
- Be aware of the dangers of stereotyping on the grounds of age, disability, sex, sexual orientation, race, religion or belief, marriage or civil partnership, pregnancy or maternity when considering individual abilities.

Induction

When a disabled employee / learner commences their employment / programme it will be the responsibility of the managers, directors and MTT staff in consultation with the disabled employee / learner to ensure that such reasonable adjustments are made as are required to enable them to work safely and effectively and to secure equal access to the benefits of employment. Where the managers / MTT staff do not have the relevant expertise to resolve the problem they will consult with the directors / MTT and where required an outside specialist may be consulted.

Tutors, coaches and assessors should ensure that learners are made aware that the policy also relates to their own behaviour towards others. They must be made aware that they must not harass, abuse or intimidate other learners, staff or placement providers on account of their age, disability, sex, sexual orientation, race, religion or belief, marriage or civil partnership, pregnancy or maternity.

Staff should ensure that learners are informed of the grievance procedure and how they can use it in regard to equality issues.

Training and Career Development

MTT will train, develop and promote on the basis of merit and ability and encourage employees, associates, learners and applicants from all backgrounds to progress. In particular, each element of the promotion procedure and all training will be made accessible to employees by such adjustments as are reasonable.

Where during their employment / programme a disabled employee / learner recognises their need to a reasonable adjustment to be made to employment / training arrangements or premises they should discuss this requirement with their manager. The manager in consultation with the directors will then determine the appropriate action.

Every effort will be made to try to provide internal organisational support. Where it is identified and agreed that additional support is needed for a member of staff MTT will make every effort to try to provide internal organisational support. In cases where this cannot be achieved access to other agencies or organisations will be sought so that a continuous pathway of help and advice is identified for that individual.

Where it is identified and agreed that this ability or skill is in need of refreshment at a later time re-assessment can take place and if necessary, support organised.

Rehabilitation of Offenders

We will not discriminate against anyone who has a spent conviction under the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar someone from working for MTT. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

MTT undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. When reaching a recruitment decision, the following factors will be taken into account:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicants' circumstances have changed since the offending behaviour or the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however, particular offences that would automatically prevent an offer of employment with being confirmed. These include:

- Rape
- Incest
- Unlawful sexual intercourse
- Indecent assault
- Gross indecency
- Taking or distributing indecent photographs
- Other offences which make it unlikely (although not automatic) for an offer of employment in a school to be confirmed include the following:
 - Violent behaviour towards children or young people
 - A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
 - A sexual offence against someone over the age of 16
 - Any offence involving serious violence

- Drug trafficking and other drug related offences
- Stealing MTT property or monies
- Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
- Any conviction which results in a sentence of more than 12 months imprisonment
- Repeated misconduct or multiple convictions unless of a very minor nature.

If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.

As part of the Disclosure Barring Service (DBS) update service, where an update to the record of an existing employee is found to have criminal record, they will not be dismissed as a matter of course. Each case will be considered on its merits, and an assessment of risk and relevance will be involved.

Benefits

Disabled employees / learners will have equal access to all benefits and facilities and reasonable adjustments will be made where necessary. The responsibility for implementation of the policy will lie with the managers in consultation with the directors and the learners' employers.

Retention

As part of its commitment to equal opportunities for disabled people MTT will ensure that all reasonable measures are taken to retain disabled employees / learners in employment.

It will be the responsibility of the directors to identify when there is an issue of retention for an individual employee / learner for example where dismissal of a disabled person is being considered on the grounds of sickness or incapacity.

MTT will make such adjustments as are reasonable to enable a disabled employee / learner to carry out his or her duties. This will include but is not limited to consideration of the provision of specialist equipment, job re-design, re-training, flexible hours, remote working and/or re-deployment.

If as a result of their disability an employee/ learner is absent from work for a period of 4 weeks a phased return to work should be arranged in consultation with the directors and the learner's employer.

During this period either side may request vocational, medical, or functional assessment.

If re-deployment is necessary, the employee will be viewed as a priority within the re-deployment procedure.

Adjustment

The prime responsibility for arranging the appropriate adjustment will lie with the directors. However, in many cases a team approach by the managers and directors will be appropriate.

The person with responsibility for arranging adjustments will at all time consult with the employee / learner concerned whose agreement will be sought. The expertise of the disabled employee / learner concerning their own disability will be recognised.

Where the person with initial responsibility does not have the relevant expertise to resolve the problem they will consult with the directors. Where required an outside specialist may be consulted with prior authorisation from the directors.

Once an adjustment has been made this operation may need to be reviewed at agreed intervals to assess its continuing effectiveness.

Action Plan - Removal of Barriers

MTT recognise the importance of taking pro-active measures to remove barriers to disabled people from the working environment.

An action plan will be reviewed in consultation with the staff / learner indicating which actions will be taken over a certain period of time and who has responsibility for various aspects of the plan and how it will be monitored. This is contained within the RecordMy platform.

The plan(s) will address physical access to premises, access to benefits of employment, terms and conditions of employment, recruitment and arrangements for recruitment, performance assessment, promotion and retention. The plan will consider the incorporation of access improvements into maintenance plans and any refurbishment or building works.

What you should do.

It is important that you let us know if you have any particular day-to-day care or medical needs, so that we can try to make suitable arrangements for you. You can tell us confidentially in person or by writing what you need on the application form.

We treat all medical disclosures including the carrying of prescribed drugs confidentially and only share this information with other medical or paramedical personnel if necessary and with your signed agreement. We ask for details of someone we can contact on your behalf in the event of you being taken ill. If we know your previous medical condition the right treatment can be given to you as soon as possible.

We have staff that can help you if you have difficulties with reading, writing, and working with numbers or English if it is your second language.

We can also help with:

- Learning generally
- Behaviour and / or social
- Physical and / or mental health

MTT will access agencies which can help with information, support guidance and /or specialist equipment:

- Visual impairment, Hearing impairment, Physical & Mental disability
- All of our Centres have IT equipment accessible to all staff / learners with staff to help.

Age

Discrimination or harassment on grounds of age by employers is prohibited in the areas of recruitment, promotion and training. There can be direct and indirect age discrimination.

Disability

MTT are committed to equal opportunities for employees / learners regardless of whether or not they have a disability. Any employee / learner who believes that he or she has been unfairly discriminated against for reasons related to their disability can use the complaints procedure.

Race & Ethnicity

MTT are committed to racial equality for all learners and employees. We aim to ensure that the environment is supportive, where all individuals are treated with courtesy and respect and their contribution to the learning process is valued. We aim to create and maintain the conditions whereby learners and staff are treated solely on the basis of their merits, abilities and potential, regardless of ethnic or national origin.

Gender & Sex

MTT will give due weight to the need to promote gender equality. The duty requires MTT to identify and tackle discrimination, to prevent harassment, and to ensure that their work promotes equality of opportunity between men and women.

The duty requires MTT to take action on the most important gender equality issues within their functions. Under the duty MTT also have an obligation to eliminate discrimination and harassment towards current and potential transsexual staff.

MTT will:

- Ensure that all of a trans-person's rights are met, as are every employee's rights, under the Sex Discrimination Act and Equal Treatment Directive;
- Ensure that trans-members of staff have equal access to all forms of training and staff development;
- Ensure that there is no discrimination on the grounds of gender identity in relation to dismissal of staff. In particular, shall a redundancy situation occur; it will ensure that gender identity and gender reassignment is not factors in the selection of those to be made redundant.

External support:

The Gender Trust is recognised as an authoritative centre for professional people who encounter gender identity-related issues in the course of their work. This group includes employers, human resources officers, health workers and information services.

Website: <http://www.gendertrust.org.uk>

Equal Pay

Men and women are entitled to be paid equally without any bias on the grounds of sex and that this right is set out in the Treaty of Rome and is enforceable under UK Law. All reasonable steps will be taken to ensure that male and female staff receives equal pay for the same work and for work rated as equivalent and for work of equal value.

Sexual Harassment at work

Sexual harassment is a particular form of harassment. It is conduct at work directed towards an employee by another employee or group of employees which is of a sexual nature, or which is based on a person's sex, and which is regarded as unwelcome or offensive to the recipient.

The following examples illustrate the sort of conduct that may be treated as sexual harassment:

- Unwanted physical contact or conduct which is intimidating or physically or verbally abusive. Harassment can also be non-verbal, for example, staring or gestures;
- Suggestions that sexual favours may further a person's career, or that refusal may hinder it;
- Sexual advances, propositions, suggestions or pressure for sexual activity at or outside work;
- Derogatory or demeaning remarks based on gender, or the display of sexually explicit material in the workplace.
- Sexual harassment is a denial of equal employment opportunity and has the effect of insulting and demeaning the employee who is harassed.

Religion, Belief & Non-Belief

Through the implementation of the relevant policies and procedures, MTT seeks to ensure that:

- Recruitment and selection are based entirely on relevant criteria, which do not include religious belief or non-belief (except in the case of a genuine occupational requirement).
- Members of any religion, or none, are treated with equal dignity and fairness.
- Under-represented groups in society are encouraged to apply for jobs.
- Where possible, appropriate services are provided to meet the cultural and religious needs of all employees.

The right to freedom of thought, conscience and religion is absolute, but the right to manifest beliefs is qualified by the need to protect the rights and freedoms of others.

Sexual Orientation

It is MTT's aim to create an inclusive community where people are enabled to meet their full potential and are treated as individuals. This includes recognising and supporting a person's self-identity. This commitment is an important aspect of its overall commitment to providing equal opportunities in employment and to ensure that no current or prospective members of staff are subject to discrimination or victimisation as a result of their sexual orientation

Complaints procedure

Initial – informal stage

Complaint is dealt with at local level with a resolution agreed within five working days.

Formal process

- An Equality and Diversity complaint is made in writing and logged. If a member of staff - it is sent directly to the Director and CEO for investigation.
- Nominated member of staff will investigate and produce a report within 10 working days of receiving the written complaint.
- Written statements will be obtained and signed by all parties to support the report.
- A resolution will be proposed and if agreement met implemented.
- All records will be signed off and held as confidential records within HR for staff and a sealed envelope inside the learner file.
- A central log of types of complaints and outcomes will be maintained and used to inform future improvements.
- Where resolution cannot be agreed MTT will seek legal guidance and proceed as advised.

Review

This policy will be monitored annually to review its effectiveness and will be updated in accordance with necessary changes/guidelines to ensure it continues to meet our needs and those of our Regulators i.e., Awarding Organisations (NOCN Cskills Awards) , ESFA (Education & Skills Funding Agency) internal and external stakeholders.

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