

EQUALITY & DIVERSITY POLICY



1. Introduction

- 1.1. The overall purpose of this policy is to abide by the Equality Act 2010 and to ensure that Haddon Training is a place where learning and work exists in an environment that promotes equality of opportunity, celebrates diversity, and allows everyone to achieve their potential.
- 1.2. This policy will be communicated through different means to all staff, learners, subcontractors, stakeholders, and prospective employees and is approved and reviewed by the Senior Management Team at least annually.
- 1.3. Haddon Training wishes to secure genuine equality of opportunity, whether required by legislation or not, in all aspects of its activities as an employer and training provider. To this end, Haddon Training will take all reasonably practicable steps to ensure that there is no discrimination against any individual or individuals, including colleagues, directors, beneficiaries, learners, subcontractors, and customers, on account of their disability, age, sexual orientation, race, religion or belief, gender reassignment, gender, marital status and civil partnership, pregnancy and maternity or any other criteria.
- 1.4. This policy is fully supported by the Senior Management Team. The policy will be monitored, reviewed at least annually, and updated accordingly in line with any legislative changes. The policy can be made available in alternative formats on request.
- 1.5. This policy is to be adhered to by all employees, learners, subcontractors, stakeholders, and prospective employees.

2. Commitment

- 2.1. Our commitment is that every:
 - 2.1.1. Employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
 - 2.1.2. Individual is entitled to receive a service from Haddon Training that is free from bias and all unreasonable barriers.
 - 2.1.3. Employee and learner is entitled to expect equality of opportunity in all aspects of their employment and training, including its terms and conditions.
 - 2.1.4. Potential employee and learner is entitled to expect the recruitment process to be free from all unreasonable barriers.
 - 2.1.5. Learner will be supported in their learning to allow them to succeed in line with peers and progression to new opportunities.
 - 2.1.6. Employee will be provided with training and development opportunities to support their understanding and commitment to the policy.
 - 2.1.7. Manager will be committed to monitoring progress towards targets set for representation and performance of different groups.

3. Objectives

- 3.1. Regularly report to the Senior Management Team on equality and diversity matters and the performance of different groups of learners.
- 3.2. Regularly review the policy and procedures that promote and protect equality and diversity.
- 3.3. Make all employees aware of their personal obligations to avoid discrimination, in accordance with this policy.
- 3.4. Organise or access opportunities that foster a culture of equality for all.
- 3.5. Monitor procedures and activities to ensure the effectiveness of Haddon Training's approach.
- 3.6. Consider the needs of all, particularly those with protected characteristics.
- 3.7. Take positive action to redress unjustified disparities in training and/or employment.

4. Statutory Acts

- 4.1. There are several statutory and other provisions relating to Equality & Diversity and these are enveloped in on Single Equity Bill (October 2010). These include:
 - 4.1.1. Equal Pay Act 1970
 - 4.1.2. Sex Discrimination Act 1975
 - 4.1.3. Race Religion Act 1976
 - 4.1.4. Disability Employment Equality (Sexual Orientation) Regulations 2003
 - 4.1.5. Employment Equality (Age) Regulations 2006
 - 4.1.6. Equality Act 2006, Part 2
 - 4.1.7. Equality Act (Sexual Orientations) Regulations 2007

5. Equal Opportunities Statement

- 5.1. Haddon Training is committed to being an equal opportunities company, promoting and developing equality and diversity in all its functions across the business.
- 5.2. It will seek to do this by:
 - 5.2.1. Communicating its commitment to equality and diversity to all
 - 5.2.2. Creating an environment where there is mutual respect and equality of opportunity
 - 5.2.3. Providing relevant training for all staff
 - 5.2.4. Implementing mechanisms for implementation, monitoring, evaluation and review
 - 5.2.5. Treating acts of discrimination as a disciplinary offence
 - 5.2.6. Dealing with harassment and bullying
 - 5.2.7. Engaging staff in the development, implementation and execution of our policies
 - 5.2.8. Actively promoting equality and diversity with our customers, learners and others

- 5.3. Everyone that we deal with will receive equal treatment regardless of sex, marital status and civil partnership status, race, disability, age, sexual orientation, gender reassignment, pregnancy, maternity, religion or belief.
- 5.4. The Senior Management Team recognise that they have responsibility for ensuring that Haddon Training operates within the legal framework for equality, and for implementing the policy throughout the business. All employees and learners of Haddon Training are responsible for trying to prevent discrimination that is within their control to prevent or challenge.

6. Definitions

6.1. Direct discrimination

6.1.1. Direct discrimination occurs when someone is treated less favourably in relation to any of the protected characteristics.

6.2. Indirect discrimination

6.2.1. Indirect discrimination is a discrete type of discrimination that involves a policy, rule or procedure that is applied to everyone in a certain area but, ultimately, puts some individuals or groups at a disadvantage. Just like direct discrimination, indirect discrimination can be posed as a formal or informal rule, practice or policy that may control behaviour or set standards in the workplace.

6.3. Discrimination by association

6.3.1. Discrimination by association is direct discrimination against someone because they associate with another person who possesses protected characteristics. Perceptive discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

6.4. Harassment

6.4.1. Harassment is recognised and means that employees will be able to complain with regards to behaviour that they find offensive, even if it is not directed at them, and the complainant need not possess the relevant characteristics themselves.

6.5. Bullying

6.5.1. Bullying is not natural behaviour and should not be seen as such. It typically can be when someone uses superior strength or influence to intimidate.

6.6. Victimisation

6.6.1. Victimisation is the action of singling someone out for cruel or unjust treatment.

6.6.2. All matters of discrimination, bullying and harassment will be dealt with effectively and efficiently, using the following processes where applicable:

6.6.2.1. Complaints Procedure

6.6.2.2. Grievance Procedure

6.6.2.3. Anti-Bullying and Harassment Policy

7. Implementation

- 7.1. The Senior Management Team carries the ultimate responsibility, under law, for ensuring that

Haddon Training meets the requirements of equality legislation.

- 7.2. All colleagues have the responsibility to uphold the policy, comply with the law and support the company in fulfilling its duties and commitments.

This policy has been approved and authorised by:

Name: Keira Doble

Position: HR Lead

Date: 3 February 2021

Signature: 