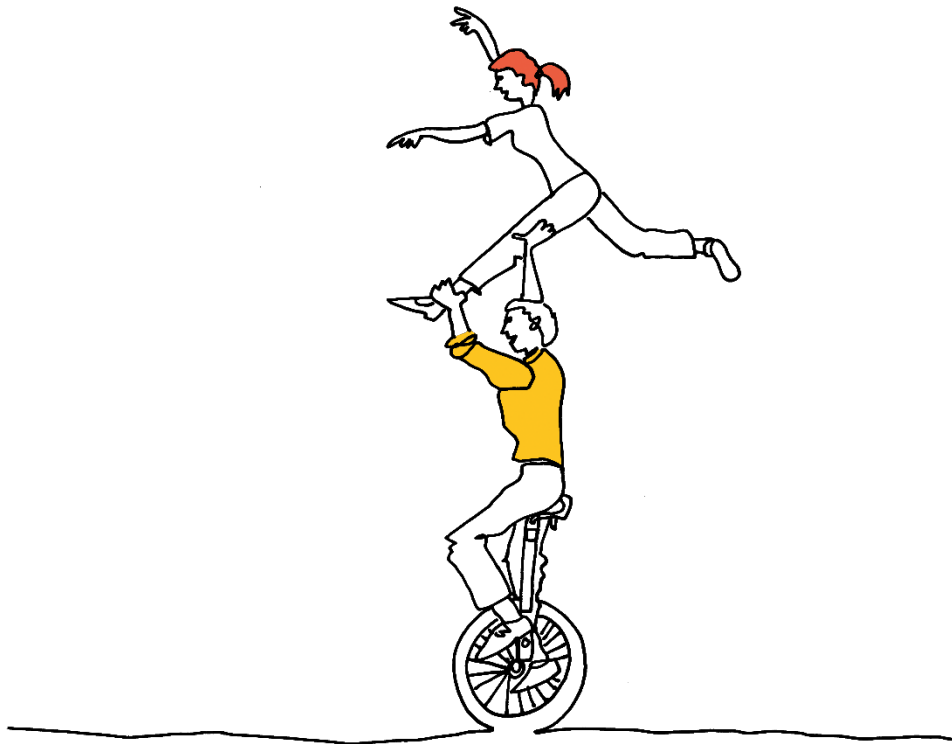




Future Talent Learning

Equality, Diversity and Inclusion Policy



Aims

At Future Talent Learning, we recognise the importance of the Equality Act 2010 and the related Public Sector Equality Duty. We are committed to encouraging equality and diversity among our workforce and learners, and to eliminating unlawful discrimination. The aim is for our organisation to be truly representative of all sections of society and our customers, and for each employee and learner to feel respected and able to give their best. We are also committed against unlawful discrimination towards customers or the public.

Scope

It is our aim to ensure that no learner, employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in learning experience, employment with us or recruitment with us due to age, disability, gender identity/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation (the "Protected Characteristics"). This policy applies to all staff, customers, learners and job applicants of Future Talent Learning, whether full-time, part-time, permanent, temporary or casual, on fixed-term contracts or job applicants. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Version number: 1
Date of creation: 07.05.2021
Date reviewed: 11.08.2022
Date of next review: 11.08.2023
Policy owner: Shenay Poppe
Policy approved by: Ewen Haldane

Policy Purpose

- To provide equality, fairness and respect for all in both our learning programmes and in our employment.
- To prevent any unlawful discrimination of Protected Characteristics as defined in the Equality Act 2010.
- To oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Our Policy Commitments

- To encourage equality and diversity in all our learning programmes as well as in the workplace as they are the right thing to do and make business sense.
- To design and deliver learning materials and events in such a way to represent best practice in terms of equality and diversity awareness.
- To challenge discriminatory views or behaviour in any learning programmes or contexts, as well as in the workplace
- To create a work and learning environment where individual differences and the contributions of all staff and learners are recognised.
- To create a work and learning environment that is free of bullying, harassment, victimisation and unlawful discrimination and to promote dignity and respect for all
- To ensure that training, development and progression opportunities are available to all staff. See the CPD section in IQA Strategy for further details on how this is supported.
- To deal with all complaints which fall under the scope of this policy in a serious manner (see below). Breaches of this policy will be regarded as misconduct and employees will be dealt with under our Employee Grievance Policy and Procedure. Learners in breach of this policy will be dealt with in line with our Learner Conduct Policy.

Promotion and Training:

We will inform and provide training for all employees about their rights and responsibilities under this policy when they first join the company.

Responsibilities include employees conducting themselves to help the organisation provide equal opportunities in employment and in recruiting and managing learners. Responsibilities will also include preventing bullying, harassment, victimisation and unlawful discrimination. All employees should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

We commit to taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, learners, the public and any others during the organisation's work activities. Such acts will be dealt with as misconduct under our Complaints Policy (which is embedded within our Quality Policy), and action will be taken as appropriate. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Regular briefing sessions will be held for staff on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes for new Future Talent Learning joiners.

Training will be provided for Team Managers on this policy and associated arrangements. All of those who have an involvement in the recruitment and selection process of learners will receive specialist training and, in the case of the employers, we will advise that this takes place.

Achieving commitment to this policy

At least once a year, we will monitor available data on the make-up of our workforce and also of our learners in relation to age, ethnic background, gender/sex and disability in order to ensure that we are adequately encouraging equality and diversity, and meeting the aims and commitments set out in this policy.

Monitoring will also include assessing how this policy is working in practice, reviewing it annually, and considering and taking action to address any issues.

This policy is fully supported by senior management at Future Talent Learning and has been agreed with the CEO, Jim Carrick-Birtwell.

Responsibilities of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with management. Each team manager will ensure that:

- All their staff are aware of this policy, the arrangements and the reasons for the policy.
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible.
- Slavery and human trafficking are not taking place anywhere in our supply chain.
- Reasonable adjustments are made to maintain the services of all employees especially in relation to Protected Characteristics.
- Full and proper consideration is given to all applicants who apply for employment with Future Talent Learning, having regard to making reasonable adjustments, where necessary in relation to any Protected Characteristics, to allow them to be able to do the job.
- Employment practices and procedures are reviewed, when necessary, to ensure fairness and to take into account any changes in the law.
- Proper records are kept.

Responsibilities of Employees

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- Comply with the arrangements as set out in this policy.
- Not discriminate in their day-to-day activities or induce others to do so.
- Not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the Protected Characteristics.
- Ensure no individual is discriminated against or harassed because of their association with another individual who has or is perceived to have a Protected Characteristic.
- Inform their team manager if they become aware of any discriminatory practice or victimisation.

Responsibilities to Our Customers and Learners

- To work with employers to help make opportunities for training, development and progress available to all, so that we can maximise the potential talents and resources of all potential learners within organisations.
- To help employers make decisions concerning learner selection based purely on merit and potential.
- To work with employers to review procedures for recruiting and assessing learners when necessary to ensure fairness, and to suggest any updates to take account of changes in the law or best practice.
- To ensure equal access to services for all.
- To identify and remove any barriers people face accessing our services.
- To ensure our communications and materials are representative of society and available in a number of alternative and easy to understand formats which reflect the diverse needs of our customers and learners.
- To develop ongoing and open communications with our customers and learners to ensure that our services are known, understood and accessible to all, regardless of their communication needs.

- To revise working practices and service delivery to ensure equal access for all including actively consulting and engaging with staff, customers, partners and other stakeholders to help shape policies and improve the service we offer.

Third Parties

Third-party harassment occurs when an employee is harassed, or the harassment is related to a protected characteristic, by third parties such as customers, learners or candidates. Future Talent Learning will not tolerate such actions against its staff, and the employee concerned should inform their team manager at once if this has occurred. We will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Monitoring

Checks, regular monitoring and analysis of records provide the basis for appropriate action to eliminate any unlawful direct and indirect discrimination and to promote equality of opportunities and to ensure that this policy is adhered to. Monitoring actions include: observations of session delivery, Equality, Diversity and Inclusion surveys carried out within the organisation which include monitoring and evaluating achievement rates of candidates in relation to their gender, race, and disability status so that action could be taken if appropriate.

Complaints

Any comments or complaints arising under this policy and its application should be addressed in writing to the Director of Learning, Ewen Haldane (Ewen.Haldane@futuretalentlearning.com). Any complaint will be dealt with within five working days of receipt.

For more details about complaints policies and procedures please see Future Talent Learning's Employee Grievance Policy and Procedure document. This includes with whom an employee should raise a grievance.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Signed:



Director of Learning

11th August 2022

