

# EqualiTeach Equality, Diversity and Inclusion Policy

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This policy should be read in conjunction with EqualiTeach's Dignity at Work Policy, Grievance Policy, Disciplinary Policy and Whistleblowing Policy.

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## Policy Statement

EqualiTeach is committed to achieving a working environment which provides equality of opportunity and freedom from discrimination, harassment and victimisation because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We strive to promote equality, diversity and inclusion throughout our employment practices, the services we provide and the arrangements we enter with our partners.

We believe that valuing and managing equality, diversity and inclusion is about recognising and appreciating individual needs and differences and treating all people with dignity and respect at all times. We want to encourage everyone in our business to reach their potential.

## Objectives of this Policy

- To provide equality, fairness and respect for all in our employment and service provision.
- To prevent all forms of discrimination, harassment and victimisation in line with the Equality Act 2010.

## Legal Framework

As a training and consultancy organisation, we welcome our duties under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics outlined by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The prohibited behaviours outlined by the Equality Act 2010 are:

### **Direct Discrimination**

When someone is treated less favourably than another person or other people because:

- They have a protected characteristic
- Someone thinks they have that protected characteristic (discrimination by perception)
- They are connected to someone with the protected characteristic (discrimination by association)

### **Indirect Discrimination**

When there is a policy or practice that applies in the same way for everybody but disadvantages a group of people who share a protected characteristic.

## **Harassment**

Unwanted offensive, hostile, degrading or humiliating behaviour directed at someone because they have a protected characteristic, are perceived to have a protected characteristic or are associated with someone with a protected characteristic.

## **Victimisation**

When someone is treated less favourably because they are:

- Making a claim or complaint of discrimination or harassment
- Helping someone else to make a claim by giving evidence or information
- Or because they intend to do so.

## **Human Rights Act 1998**

As a training and consultancy organisation, we need to consider three articles contained within the Human Rights Act in providing all our services:

- Article 2 – right to education
- Article 9: Freedom of thought, belief and religion
- Article 10: Freedom of expression
- Article 14: Protection from discrimination in respect of these rights and freedoms

## **Implementation Framework**

EqualiTeach takes a number of measures and steps to ensure that equality, diversity and inclusion are implemented in all its services and activities, as well as in its responsibility as an employer.

As an employer:

1. EqualiTeach aims to build a diverse workforce which reflects our UK society and to ensure that no job applicant or employee receives less favourable treatment on the grounds of any factors irrelevant to a person's ability to do a job. To ensure this is the case we have a robust Recruitment and Selection Procedure which is regularly reviewed to ensure that it meets the highest equality, diversity and inclusion standards.

2. We recognise our obligations under the Equality Act 2010 to make reasonable adjustments to accommodate disabled people and to enable them to do their job without unnecessary difficulty. If an employee has a disability and feels that any such adjustments could be made by EqualiTeach, they should contact their line manager or the Head of Operations.
3. We respect the religious beliefs and practice of staff and comply with reasonable requests relating to religious observance and practice.
4. We will take all reasonable steps to ensure the wellbeing and inclusion of transgender staff, including those who transition during their employment at EqualiTeach.
5. EqualiTeach regards discrimination, harassment, victimisation and bullying of employees and clients as disciplinary offences that could be regarded as gross misconduct. Condoning such behaviour could also be treated as a disciplinary offence. We will work to ensure that all unacceptable attitudes, behaviour and language which lead to discrimination, harassment, victimisation and bullying are challenged and appropriately addressed. As well as disciplining the perpetrator(s), we will give appropriate support to people who complain of discrimination, harassment, victimisation or bullying of themselves or others. Please refer to EqualiTeach's Dignity at Work Policy for more information.
6. All our written policies will be subject to regular review and we will conduct Equality Impact Assessments when policies are created and reviewed to ensure that they do not unfairly impact on groups with certain protected characteristics.
7. We provide regular training for employees about their rights and responsibilities under this policy.

As a service provider:

1. EqualiTeach seeks to ensure that its services are accessible, inclusive and appropriate to all clients and provide choices, information and communications that are appropriate to the diverse needs of our clients. We will treat all clients with dignity and respect.
2. We involve clients in decision-making and see to remove barriers that hinder our clients' voices being heard, to ensure that they are included in the key areas that impact on them and we can tailor our services accordingly.

3. EqualiTeach has complaints procedures that are clear, simple and accessible and that ensure that complaints are resolved promptly, politely and fairly. Please see our Complaints Policy for further information.
4. We seek to ensure that our partners, including recruitment agencies, reflect our values and support their own employees to embody these.

## Responsibility for the Implementation of this Policy

All those involved with EqualiTeach contribute to the achievement of our Equality, Diversity and Inclusion Policy.

### **The Executive Directors are responsible for:**

- Leading EqualiTeach's equality, diversity and inclusion agenda.
- Agreeing an overall Equality, Diversity and Inclusion Policy and strategy.
- Ensuring compliance with relevant statutory requirements.
- Communicating the plans to others both inside and outside the organisation.
- Monitoring and reviewing the Policy and its effectiveness.
- Ensuring the managers and staff are held accountable through review of outputs.

### **Managers are responsible for:**

- Including equality, diversity and inclusion issues in the strategic plans and performance reviews within their areas of responsibility.
- Putting the policy and strategy into practice on a day-to-day basis.
- Checking on equality, diversity and inclusion issues when assessing performance.
- Making sure that all staff act in line with the policy, providing support and direction when needed.
- Dealing quickly and effectively with concerns and complaints regarding alleged breaches of the policy.

### **All staff are responsible for:**

- Actively tackling equality, diversity and inclusion issues in practical ways in their day-to-day work.
- Ensuring their own behaviour, attitudes and language are appropriate and that they do not discriminate, harass, victimise and bully others.
- Providing a public service which respects and takes account of the needs and background of clients.
- Meeting any equality, diversity and inclusion targets agreed in their workplan.
- Improving the overall performance of EqualiTeach on equality, diversity and inclusion.
- Recognising and respecting the different backgrounds of the people they work with.

**The Senior Management Team is responsible for:**

- Making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Opposing and avoiding all forms of unlawful discrimination. This includes benefits and pay, progression and performance review policy, procedures and practice, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents/carers, requests for flexible working, and selection for employment, promotion and other developmental opportunities.
- Dealing with all complaints of discrimination, harassment, victimisation and bullying quickly, confidentially and sensitively.
- Ensuring consistent and effective application of EqualiTeach's Grievance, Disciplinary, Whistleblowing and Dignity at Work policies across the organisation.

## Monitoring and Evaluation

Monitoring may involve:

- a) the collection and analysis of information of all applicants, employees and clients, broken down by protected characteristics. This allows us to monitor who is accessing opportunities and identify potential issues.
- b) recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

We monitor the profile of complainants through a six-monthly complaints report to see whether any groups are disadvantaged by our policies and the services we provide.

We carry out regular employee and client surveys to identify issues around equality, diversity and inclusion.

Monitoring information is used to develop Equality Objectives, with an attached Equality Action Plan, which outlines the steps that the organisation is taking to work towards these objectives.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

## The Extent of the Policy

This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with EqualiTeach.

EqualiTeach reserves the right to amend and update this Policy at any time.