

Equality and Diversity



Purpose

FIT UK Training and Education Ltd (**FIT UK**) are opposed to all forms of discrimination, including those directed against individuals on the grounds of the 9 protected characteristics of: age, disability, sex, sexual orientation, race, religion/belief, gender reassignment, marriage and civil partnership, pregnancy and maternity. More specifically the Equality and Diversity policy aims to safeguard those who may face inequality or harassment due to one or more of the protected characteristics.

The overall purpose of this policy is to abide by the Equality Act 2010 and to ensure that FIT UK 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. This policy will be communicated through different means to all staff, learners, subcontractors, stakeholders and prospective employees and is approved and reviewed by the Board at least annually.

FIT UK 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, FIT UK will take all reasonably practicable steps to ensure that there is no discrimination against any individual or individuals, including colleagues, directors, beneficiaries, learners, sub-contractors and customers.

This policy is fully supported by the Board and senior management team and improvement practices are embedded into the Equality and Diversity development plan and Impact measures action plan. 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.

Applies to:

FIT UK is a national training provider, providing education and training across the country. This policy has been adapted by FIT UK and is to be adhered to by all employees all learners, subcontractors, stakeholders and prospective employees of our company

Linked to:

Equality Act 2010: www.legislation.gov.uk/ukpga/2010/15/contents

Complaints Procedure

Grievance Procedure (Staff)

Discipline Policy (Learner)

Behaviour Policy

Anti-Bullying and Harassment Policy

Legislation

There are a number of statutory and other provisions relating to Equality & Diversity and these are enveloped in one Single Equality Bill (October 2010). These include:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Religion Act 1976
- Disability Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equality Act 2006, Part 2
- Equality Act (Sexual Orientation) Regulations 2007

Our commitment is that every:

- Employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Individual is entitled to receive a service from FIT UK that is free from bias and all unreasonable barriers.
- Employee and learner is entitled to expect equality of opportunity in all aspects of their employment and training, including its terms and conditions.
- Potential employee and learner is entitled to expect the recruitment process to be free from all unreasonable barriers.
- Learner will be supported in their learning to allow them to succeed in line with peers and progression to new opportunities.
- Employee will be provided training and development opportunities to support their understanding and commitment to the policy.

POLICY

Principles

The Company Values will embed equality and diversity in their implementation, namely:

- Do the right thing – we endeavour to be open, honest and fair in our dealings with learners, employers, partners and stakeholders.
- Learners are at the centre of everything we do, and we are driven by the desire to provide life- changing opportunities for each and every one of them.
- Continuous improvement – we are committed to continually exploring ways to improve the
- services we offer for the benefit of our learners, partners and employers.
- Develop and empower our staff – we are passionate about supporting staff at all levels so that they can realise their full potential and progress.
- The Company actively promotes British Values through tutorial and classroom delivery, using the following key themes:
 - Democracy
 - The rule of law
 - Individual liberty
 - Respect and tolerance

In June 2014, the Government emphasised the important role that British Values can play in education, how well these are taught and integrated as part of the ethos of post 16 education. They are now a focus of the Ofsted inspection process.

Although the concept of reinforcing British Values is something which is developing in significance for the FE Sector, it is new to us at FIT UK. British Values are promoted in so much of what we do, not least during our vocational programmes. As well as actively promoting British Values we would also actively challenge learners, employers, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist' views of any variety.

Objective of the policy are to:

- Regularly report to the Directors and Senior management team on equality and diversity matters and the performance of different groups of learners
- Regularly review the policy and procedures that promote and protect equality and diversity.
- Make all partners aware of their personal obligations to avoid discrimination, in accordance with this

- Organise or access opportunities that foster a culture of equality for all
- Monitor procedures and activities to ensure the effectiveness of FIT UK approach
- Take into account the needs of all, particularly those with protected characteristics
- Take positive action to redress unjustified disparities in training and / or employment

Equal Opportunities Statement:

FIT UK is committed to be an equal opportunities company, promoting and developing equality and diversity in all its functions across the business.

It will seek to do this by:

- Communicating its commitment to equality and diversity to all
- Creating an environment where there is mutual respect and equality of opportunity
- Providing relevant training for all staff Developing mechanisms for implementation, monitoring, evaluation and review
- Treating acts of discrimination as a disciplinary offence
- Dealing with harassment and bullying
- Engaging staff in the development, implementation and execution of our policies Actively promoting equality and diversity with our customers, learners and others Engaging a team of equality and diversity champions to share good practice.

People that we deal with will receive equal treatment regardless of sex, marital status and civil partnership, pregnancy and maternity or race, colour, ethnicity, nationality, disability, age, sexual orientation, gender identity, religion or belief. The Directors and Management Team recognise that they have responsibility for ensuring that FIT UK operates within the legal framework for equality, and for implementing the policy throughout the business. All Apprentices/learners and employees of FIT UK are responsible for trying to prevent discrimination that is within their control to prevent or challenge.

DEFINITIONS

- **Direct Discrimination**

Direct discrimination occurs when someone is treated less favourably in

- **Indirect Discrimination**

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.

- **Discrimination by Association**

Discrimination by association is direct discrimination against someone because they associate with another person who possesses a protected characteristic. 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.

- **Harassment**

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.

Bullying

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

Victimisation

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

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

- 3.07a Complaints Procedure
- 7.04 Grievance Procedure
- 7.03 Staff Discipline Policy
- 6.14 Learner Discipline Policy
- 2.04 Bullying and Harassment Policy

Implementation

The Directors carry the ultimate responsibility, the under law, for ensuring that FIT UK meets the requirements of equality legislation. The authority for this is delegated to the Operations Director who, in turn, has designated the Business Development Director to take the strategic lead for championing equality, diversity and inclusion. This role is shared with the Director of Education in regard to the Company as an employer. However, all colleagues have the responsibility to uphold the policy, comply the law and support the Company in fulfilling its duties and commitments. All staff will receive progress through a recruitment process with applied Equality and Diversity aspects considered for selection and further training through induction and will maintain their currency with formal certificated training every 2 years. On—going updates will be provided by the Quality Improvement Manager during staff training and one-two-ones to enable employees to transfer our values through to the Apprentices and learners and provide the necessary support for their understanding and commitment. Similarly, with regard to recruitment of apprentices the process will provide will full opportunities, no unreasonable barriers to allow equal opportunities for success and further progression