

Equality, Diversity & Inclusion Policy



Crackerjack Training

Last Reviewed: July 2021

Next Review: July 2022

Managing Director Signature: *Rose Walker*

EQUALITY OVERVIEW

Crackerjack Training is located in a multi-racial, multi-ethnic and multi-cultural city. Crackerjack Training promotes a fully inclusive and integrated Equality, Diversity and Inclusion Policy.

1. Introduction

Crackerjack Training recognises that it is essential to provide equal opportunities to all employees, apprentices and learners without discrimination. This policy sets out Crackerjack Training's position on equal opportunity in all aspects of employment, including recruitment and promotion. The policy provides guidance and encouragement to employees, apprentices and learners at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, and disability as defined by the Equality Act 2010, part-time and fixed term contract status, age, sexual orientation or religion.

2. Reasons for a Written Policy

2.1 To ensure that all staff, apprentices and learners of Crackerjack Training are aware of their rights and responsibilities under the law.

2.2 To promote equality of opportunity, diversity and anti-discriminatory practice in delivery and service experience and comply with legislative requirements

2.3 To promote equality legislation including The Equality Act 2010, Rehabilitation of Offenders Act 1974, The Protection from Harassment Act 1997 and The Human Rights Act 1998.

3. Policy Statements

3.1 Crackerjack Training is committed to a Policy of Equal Opportunities. The aim of the Policy is to ensure that all apprentices and learners, employees, applicants and all those involved in its work receive fair and equal treatment. Crackerjack Training aims to provide a service that, in its teaching, administration and support, actively promotes Equality of Opportunity and freedom from discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex, and sexual orientation (The Equality Act 2010, Section 4).

3.2 It is the policy of Crackerjack Training to ensure that no job applicant, employee, applicant for training courses or existing learner receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. Crackerjack Training is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

3.3 Crackerjack Training recognises that adhering to the Equality, Diversity and Inclusion Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both Crackerjack Training's and employees' / apprentices and learners'

best interests. Crackerjack Training recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

3.4 The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

3.5 All employees of Crackerjack Training will be made aware of the provisions of this policy.

4. Definition of Discrimination

4.1 Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

4.2 Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.

4.3 Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation.

5. Commitment

Crackerjack Training fosters an environment where discrimination is seriously challenged. It is committed to fairness, justice, equality, respect and dignity by attempting to eradicate discrimination in all spheres of its influence (i.e. learner assessment and achievement; learner guidance and support; teaching and learning; curriculum; staff recruitment, professional development and support; partnerships and community links).

Crackerjack Training will:

5.1 Prepare apprentices and learners for life in a modern day society, building on strengths of cultural diversity, mutual tolerance, dignity and respect.

5.2 Enable all staff to deliver a quality service by building upon strengths of cultural diversity, mutual tolerance, dignity, respect and good relations.

5.3 Ensure that the policy is followed.

6. To Achieve the Above, Crackerjack Training;

6.1 Be committed to combating and counteracting all forms of discrimination.

6.2 Is opposed to all forms of discriminatory behaviour. When necessary, disciplinary action will be taken against those breaching the Policy.

6.3 All teaching and training resources and curriculum will ensure that they reflect and promote Equality & Diversity and Inclusion where appropriate.

6.4 Will monitor recruitment of apprentices, assessment procedures, placements and training materials.

6.5 Will review, observe and monitor training and lesson materials used with apprentices and learners.

6.6 We will monitor assessment procedures through rigorous IQA procedures.

6.7 Will encourage applications for staff appointments from black and minority ethnic people, men, women and disabled people, and from people who might be disadvantaged on the basis of age, marriage and civil partnership, pregnancy and maternity, religion or belief (including lack of belief), sex, sexual orientation and gender reassignment.

6.8 Will encourage applications from previously under-represented groups to the whole range of Crackerjack Training courses.

6.9 Every opportunity will be given to learners & apprentices to disclose any disabilities or learning difficulties they have.

6.9a Crackerjack Training will seek to provide reasonable adjustments in response to a disclosure.

6.10 Will forge links with appropriate external organisations through its equality of opportunity, widening participation, and safeguarding agenda.

6.11 Ensure the policy is promoted by, giving out as part of employment/recruitment practice, including in the Code of Conduct and uploaded to our Website

7. Recruitment and promotion

7.1 All posts are advertised formally and open to the widest pool of applicants and apprentices.

7.2 Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants and apprentices to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

7.3 Recruitment literature will not imply a preference for one group of applicants and apprentices unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

7.4 All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

7.5 All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all applicants or apprentices.

8. Employment

8.1 Crackerjack Training will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

8.2 Crackerjack Training will put in place any reasonable measures and/or adjustments within the workplace for those employees or apprentices and learners who become disabled during employment or for disabled appointees / apprentices and learners.

8.3 All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

8.4 Employment policy and procedures are reviewed regularly to check conformity with legislation.

9. Training

9.1 Staff are trained and given ongoing training to implement this policy.

9.2 Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

9.3 Equality and Diversity training will be updated and offered to all staff and other relevant stakeholders to raise knowledge of equality legislation and tackle discriminatory practise and behaviour.

9.4 Equalities policy and practice is covered in all staff inductions.

9.5 All employees will be encouraged to discuss their career prospects and training needs with the Senior Quality Manager, Senior Operations Manager or the Managing Director, Fiona Baker.

10. Monitoring

10.1 It is the responsibility of the Managing Director to ensure that all aspects of this policy are kept under review and are operated throughout Crackerjack Training.

10.2 Where it appears that applicants/employees/apprentices and learners are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

11. Grievances and victimisation

11.1 Discrimination, harassment, bullying and victimisation are actions and behaviour which are unacceptable and may create an intimidating, hostile or offensive environment and undermine individual's dignity, which will not be tolerated.

11.2 Crackerjack Training emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under Crackerjack Training's Disciplinary Procedure.

11.3 Any complaints of discrimination will be pursued through Crackerjack Training's Grievance Procedure.