

# Equal Opportunities and Valuing Diversity Policy

**Policy level:** Operational  
**Policy group(s):** Trainers/employee  
**Policy reference no(s):** CIS-POL-51      **Revision reference no:** 0.2  
**Commencement date:** 14.11.08      **Review date:** 14.11.09

## Policy statement

**Declaration:** Ideal Training adheres undertake to comply with to fair and transparent processes through embedding our statement of compliance and policy for valuing equality and diversity in all of our working practices.

**Related legislation/ policies/procedures:** All course and student policies.

**Approval authority:** Ideal Training Ltd Management Team

## Revision history:

Revision reference no.	Approved/ rescinded	Date	Committee/ board	Resolution no.	Document reference
0.1	Draft	01.05.08	Ideal Training	001	CIS-POL-51
0.2	Final	14.11.08	Ideal Training	002	CIS-POL-51

## 1. Introduction

- 1.1 Modernising Government has inclusion, diversity and anti-racism at its heart. The Government wants to transform Britain into a society that is inclusive and prosperous, where equality of opportunity is a reality for all.
- 1.2 Ideal Training supports this and is wholly committed to the principles of equal opportunities and values the diversity of its existing and potential workforce. NHS Ideal Training aims to demonstrate this in the way that it carries out its business. In particular, victimisation or harassment of any form will not be tolerated.
- 1.3 Ideal Training believes that everyone is different and that the unique contribution an individual's experience, knowledge and skills can make is valuable and is looked on positively. Everyone who works in Ideal, or applies to do so, will be treated fairly in accordance with the philosophy of equal opportunities.
- 1.4 Ideal will ensure that it complies with all relevant legislation in this area. It recognises that it is responsible for acts of unlawful discrimination by its employees and contractors, even if it did not approve, or even know about the acts in question. Ideal will not be liable, however, if it can prove that it took 'such steps as were reasonably practicable' to prevent the discrimination, such as following existing statutory codes of practice in employment or adopting published standards.

## 2. Purpose and scope

### 2.1 Purpose

The purpose of this policy is to explain Ideal's stance on issues of equality and diversity and to outline the approaches adopted for ensuring these principles become embedded in day to day working life and operational practices.

### 2.2 Application

All principles and procedures described below apply, in totality, to each employee and contractor. In addition the principles and procedures will apply to the remainder of the workforce where practicable. The principles and procedures relating to Ideal's functions other than employment, will always apply, in totality, to the workforce as a whole.

All conditions of service, job requirements and working practices are designed to meet the needs of the organisation and those who work in it, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, HIV status, gender reassignment, political affiliation or trade union membership.

All employment policies, procedures and practice will be equality proofed to identify and prevent discrimination.

All functions within Ideal, including policy, service delivery as well as employment, will be assessed along with the rest of the functions on a 3 yearly basis as part of its approach to meeting equal opportunity and diversity in the workplace. As a result of these assessments Ideal Training will have actions and deliverables specified to ensure any potential adverse impact, in respect of race equality, is effectively managed and addressed. Any such actions will be treated as implementation of the Equal Opportunities and Valuing Diversity Policy, including:

- a) Eliminating unlawful discrimination;
- b) Promoting equality of opportunity; and
- c) Promoting good relations between people of different racial groups.
- d) Monitoring policies for any adverse impact on race
- e) Staff training in relation to both the general and specific duties.

The Managing Director is ultimately responsible for ensuring that this policy is implemented and that the philosophy of valuing diversity permeates every dimension of organisational culture.

### 3. Principles

- 3.1 Ideal Training is committed to building a workforce which:
  - Is valued and whose diversity enables it to deliver the best possible service to those it supports
  - Operates in an environment characterised by dignity and mutual respect which is free from harassment, victimisation and discrimination (direct or in-direct)
  - Recognises the past effects of institutional discrimination and seeks to guarantee equality of opportunity for all
- 3.2 It is a condition of employment that all employees and contractors respect and act in accordance with this Policy. Failure to do so will result in the disciplinary procedure being instigated, which could result in dismissal.
- 3.3 Ideal Training will ensure that all its policies, procedures and processes comply with legislation and good practice in this area. They will be reviewed regularly.
- 3.4 Ideal Training will ensure its organisational culture and management style is aligned with this policy and this will be reflected in the style, approach and content of the management and leadership development activity undertaken within Ideal Training.
- 3.5 Ideal Training is responsible for ensuring that its workforce is aware of this policy and the practical implications of its implementation. Appropriate training will be provided for staff.
- 3.6 The workforce in its entirety has a responsibility to operate within the principles and philosophy set out by this policy.
- 3.7 Ideal Training will take steps to include staff in the development of positive working practices and initiatives associated with the philosophy of this policy.
- 3.8 Ideal Training will encourage other organisations it works with such as local authorities, education providers, contractors and recruitment agencies to work in partnership to ensure that everyone working in, and with Ideal does so in the spirit of this policy.
- 3.9 Ideal Training will monitor appropriate activities to ensure that this policy is being implemented.

## 4. Procedures

### Monitoring

#### 4.1 Data gathering

Appropriate data will be gathered for the purposes of monitoring the implementation of this policy, in accordance with the Data Protection Act 1998. Such data will only be used to monitor compliance to the Equal Opportunity and Valuing Diversity Policy.

#### 4.2 Formal Reports

Ideal Training will take steps to monitor the implementation and impact of this policy by using the data obtained in a variety of ways. This will include the following:

- The make-up of the workforce (by job type and level)
- Job applicants and appointees (internal and external recruitment)
- Training & Development (applications for and attendance)
- Complaints of harassment & victimisation (volumes, % upheld & overturned)
- Disciplinary and grievance proceedings (volumes, % upheld & overturned)

When reviewing the data, the 2001 census classification will be used namely:

#### **White**

British  
Irish  
Other White background

#### **Black or Black British**

Caribbean  
African  
Other Black background

#### **Mixed**

White and Black Caribbean  
White and Black African  
White and Asian  
Other Mixed background

#### **Chinese or other ethnic group**

Chinese  
Other ethnic group

#### **Not stated**

#### **Asian or Asian British**

Indian  
Pakistani  
Bangladeshi  
Other Asian background

### Roles and responsibilities

- 4.3 Managers are required to exercise leadership in the area of equality and diversity by modelling appropriate behaviour.
- 4.4 Managers are responsible for ensuring this policy is clearly communicated to their teams and are required to take speedy and appropriate action to deal with any or behaviour that breaches, or could lead to a breach of the Equal Opportunity and Valuing Diversity Policy.
- 4.5 Managers are responsible for applying all employment practices, policies and procedures consistently and in accordance with the spirit of this policy.
- 4.6 Managers and other designated staff are, responsible for ensuring race equality is a central part of Ideal's approach to planning, policy making, service delivery, regulation, inspection and enforcement functions.
- 4.7 Everyone in the workforce is responsible for familiarising themselves with the Equal Opportunity and Valuing Diversity policy and for complying with it.

- 4.8 If anyone in the workforce knows or suspects that discrimination, harassment or victimisation is occurring they are expected to report this to their manager. Where it is inappropriate to raise the matter to their immediate line manager an alternative employee, at the same or higher level within the organisation should be informed.

### **Training to support this policy**

- 4.9 As part of their induction all new employees will be made aware of this policy and Ideal Training's philosophy in this area.
- 4.10 Training to support the implementation of other related policies will be available and will take into account the requirements of the Equal Opportunity & Valuing Diversity Policy.

### **Staff development**

- 4.11 Staff should receive personal development in order to enable them to undertake the job they are employed to do. In addition, staff may also be developed to support career progression within Ideal Training. When considering the development of their staff, line managers should bear in mind the principles of equality of opportunity both in relation to the access to training and the level of support provided. Decisions about access to, and participation in training and development activity should be transparent and in accordance with Ideal Training's Training & Development Policy

### **Recruitment and selection**

- 4.12 Reasonable adjustments will be made for disabled candidates / appointees in accordance with legislation.
- 4.13 All appointments will be made using criteria based on the job, as described in a person specification. All criteria will be equality proofed.
- 4.14 Feedback on reasons for non short listing or non appointment is available to all job applicants, including internal staff.
- 4.15 When interviewing for managers, the personal specifications will include knowledge of equal opportunities together with people management skills.

### **Other aspects of employment**

- 4.16 Equal opportunities and valuing diversity relates to all aspects of employment. However managers need to be particularly aware of the following areas:
- Placing staff "at risk" / selection for redundancy
  - Selection for "Acting Up"
  - Selection for overtime
  - Annual leave approval
  - Treatment of staff during maternity leave
  - Treatment of staff during sickness absence
  - Opportunities for retirement or being retained after the age of 65

## 5. Definitions

<b>Worker:</b>	Employee, Seconded and Contractor
<b>Employee:</b>	Individuals that hold contract of employment with Ideal Training
<b>Staff:</b>	Employees and Seconded
<b>Workforce:</b>	Employees, staff and Contractors
<b>Direct discrimination:</b>	<p>Occurs where a person is treated less favourably on account of their sex, race, e.g. Colour, nationality (including citizenship) or ethnic or national origin, gender status, marital status, or on account of stereotyped notions about that person's sex, age, disability, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, HIV status, gender reassignment, political affiliation or trade union membership.</p> <p>In S.3(5) of the Disability Discrimination Act 1995 (Amendment) Regulation 2003, the definition of direct discrimination makes it clear that the correct comparator is a non-disabled person who has the equivalent abilities (or not materially different) as the abilities of the disabled person.</p>
<b>Indirect discrimination:</b>	<p>Occurs when an unjustifiable condition or requirement is applied which has a discriminatory effect because substantially more people of one group can comply with when compared to another group (where the groups are based on a person's sex, race e.g. colour, nationality (including citizenship) or ethnic or national origin, gender status, marital status, disability, age or sexual orientation).</p>
<b>Institutionalised discrimination:</b>	<p>The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people.</p>
<b>Victimisation:</b>	<p>Occurs when a person is treated less favourably than others for having made or supported a complaint of discrimination.</p>
<b>Harassment:</b>	<p>Any unwanted behaviour that has the effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can take many forms and occur for a variety of reasons. It may be related to age, sex, race, disability, religion, sexuality or any personal characteristic of an individual. It can be persistent behaviour over a period of time, but a one-off act, providing it is serious, may also amount to harassment.</p> <p>It is essential to remember that it is not the intention of the perpetrator that is key in deciding whether harassment has occurred, but whether the behaviour is unacceptable by reasonable normal standards, and is disadvantageous or unwelcome to the person or people subjected to it or witnessing it.</p>
<b>Equality proofed:</b>	<p>The process of ensuring, by reference and review, that equality issues are being taken into consideration and that nothing is being stipulated, suggested or proposed which overrides, adversely impacts or undermines this policy</p>