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Northwest Education and Training

EQUALITY, DIVERSITY AND INCLUSION POLICY

Introduction

This policy describes the minimum standards and guidance relating to developing a cooperative and non-discriminatory environment which is both supportive and challenging and dealing with instances of harassment, bullying and discrimination.

At NWEAT we believe that all staff and learners must be equally respected and treated as individuals, taking positive account of age, gender, religion or belief, ethnic origin, cultural origin, sexual preferences, disability, pregnancy or maternity and marital status. We will constantly implement to apply this principle to all our policies, procedures, delivery and interactions across the projects.

The Ofsted Education Inspection Framework (EIF) Equality, Diversity and Inclusion statement sets out their consideration of how the new education inspection framework (EIF) 2019 will enable Ofsted to fulfil the requirements of the Equality Act 2010, including the public sector equality duty (PSED) set out in section 149 of the Equality Act 2010.

The PSED requires Ofsted, when exercising all its functions including those of Her Majesty's Chief Inspector under section 109(2) of the Education and Skills Act 2008, to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The EIF ensures accountability regarding equal access to high- quality education for all learners to ensure further education providers are doing all they can and that curriculum available for the most disadvantaged learners is ambitious and meets their needs. (Extracts are taken from EIF 2019).

NWEAT fully reflect this ethos and will ensure that all employers with whom they work are aware of NWEAT commitment and the expectation that they will reflect this ethos when working in partnership.

This policy is available on our website for all stakeholders.

The EIF is intended to contribute to aspects of PSED (public sector equality duty) to ensure the personal development judgement makes clear the importance of a provider's curriculum extending beyond the academic to include it's work in preparing learners for life in modern Britain. The leadership and management criteria also include the extent to which those with responsibility for governance ensures that the provider fulfils its legal duties.

Northwest Education & Training Ltd (NWEAT) recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and

promotion, and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, disability as defined by the Equality Act 2010, part-time and fixed term contract status who have a protected characteristic such as;

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage or Civil partnership
- Pregnancy & Maternity

Definition of Discrimination

1. Discrimination can be direct or indirect. Both forms of discrimination must be avoided.
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.
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. Examples include:
 - seeking job applications only from persons under 27 years of age and with five years' post-graduate experience;
 - demanding technical qualifications for a job which are not strictly necessary;
 - Sending only full-time employees on training courses.

Statement of Policy

1. It is the policy of NWEAT to ensure that no job applicant or employee 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. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

2. The organisation recognises that adhering to the [Equal Opportunities Policy](#), combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. NWEAT recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
3. 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.
4. All employees of the organisation will be made aware of the provisions of this policy.

Recruitment and Promotion

1. Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants 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.
2. Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
3. All vacancies will be circulated internally.
4. All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
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 candidates.

Employment

1. NWEAT will not discriminate on the basis of any protected characteristic, 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.
2. NWEAT will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
3. All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

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

2. All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the Managing Director.

Monitoring

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 the organisation.
2. Where it appears that applicants/employees 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.

Grievances and Victimisation

1. NWEAT emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.
2. Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

Victimisation occurs when a member of staff treats another member of staff less favourably because that other person has:

- brought proceedings alleging that he or she has been discriminated against contrary to this policy
- indicated that they intend to make such a claim or claims
- assisted a colleague to make a claim

Victimisation will not be tolerated under any circumstances and any member of staff who victimizes another employee will be subject to the Company's disciplinary procedure. In serious cases, such behaviour may constitute gross misconduct resulting in summary dismissal.

Complaints and Disciplinary Action

Where an employee believes that he/she is being harassed, victimised or discriminated against contrary to the law or to the Equality and Diversity policy, he/she can invoke the complaints procedure, whether formal or informal, against the harasser or discriminator.

Every complaint will be investigated and dealt with sympathetically without bias and as quickly as is practicable.

Every effort will be made to ensure that individuals who make a complaint in good faith will not suffer any further detriment or be victimised because of making such a complaint. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action, which may include summary dismissal.

Any acts of discrimination or acts which contravene this policy will result in the disciplinary procedure being invoked against the individuals responsible or involved. In severe cases, summary dismissal may be justified.

All members of staff are encouraged to use the procedure outlined in this Policy if they are harassed, discriminated or victimised. We take all allegations seriously. However, if an allegation is made which the Company (after investigation) believes has been made dishonestly or maliciously, the Company may invoke the disciplinary procedure against the complainant. In serious cases, such behaviour may constitute gross misconduct and result in summary dismissal.

Please see Complaints and Whistleblowing Policies for further information.

Reviewed – 2nd Sep 2019

Board sign off – 10th September 2019

Policy signed off
by the board.

