

# Equality And Diversity Policy



## Statement of Policy:

Please note. In this Policy, the terms "Employee" or "Staff" refer to: 1) Salaried staff; 2) Freelance contractors; and 3) those working in a voluntary capacity or on a placement.

The term "Learner" applies to anyone undergoing a learning or assessment programme at appa Training Ltd, whether it be a qualification programme, a skills and knowledge learning programme or a workshop or other CPD activity.

For the purpose of this document the term, appa will refer to appa me Ltd

appa is committed to eliminating discrimination and encouraging diversity amongst our workforce and amongst the learners on our various training programmes.

Our aim is that our workforce and the composition of our classes will be truly representative of all sections of society and each employee or learner feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and our learning activities, and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

## Discrimination:

appa opposes all forms of unlawful and unfair discrimination. The following are definitions of discrimination:

- **Direct discrimination:** When one person is treated less favourably than another on the above defined grounds
- **Indirect discrimination:** Where requirements, conditions or practices are put in place which affect all members of a group, but as a result one or more persons of that group are affected disproportionately to others.
- **Harassment:** When a person is violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for someone.
- **Victimisation:** When another person is treated badly, because they are currently involved in proceedings under equality legislation

## Reasonable Adjustments:

appa aims to support all staff and learners in achieving their potential and this may mean different treatment in some occasions. Staff and learners are asked to inform appa of any additional requirements they may have to allow them full access to what any appa service or appa as a workplace has to offer.

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There may be requests that appa cannot fulfil even with the best of intentions, for example making alterations to our premises, which may not be within our powers or financial means. In this case appa shall seek to find an alternative solution that is satisfying to both the employee or learner and practically achievable by appa.

appa are also open to requests for adjustments for reasons other than disability, for example caring responsibilities or linguistic background.

## **Our commitment:**

All employees and learners, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or places on our various training programmes or any other benefit will be on the basis of aptitude and ability.

All employees and learners will be helped and encouraged to develop their full potential and the talents and resources of the workforce and the training programmes will be fully utilised to maximise the efficiency of the organisation.

- To create an environment in which individual differences and the contributions of all our staff and learners are recognised and valued
- Reasonable adjustments to the workplace and the learning environment will be made in consultation with the employee or learner
- We shall endeavour to use Access-to-Work and other funds that are dedicated to provide equal access for disabled and Deaf people at work or in education to cover any expenses related to reasonable adjustments
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- Every learner is entitled to a learning environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- Training, development and progression opportunities are available to all staff
- Equality in the workplace and the learning environment is good management practice and makes sound business sense
- We will review all our employment practices and procedures in addition to our programme enrolment and delivery processes to ensure fairness
- Breaches of this Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings

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- This policy is fully supported by senior management and has been devised after consultation with staff and learners
- The policy will be monitored and reviewed annually
- The implementation of this policy is the responsibility of all staff at appa, but any actions taken that affect appa's budget or the work load of any other member of staff should always be discussed with those affected and agreed to by the Director
- Any complaint under the terms of this Policy will be treated seriously and will be the subject of an investigation by appa
- Any person who feels that such an investigation has not dealt with the issue in a satisfactory way will have the right to invoke the appa Grievance Procedure