

# Equality and Diversity Policy

Version	Date	Author	Update Information
4	19/9/15	AG	Reviewed July 16 & July 17
5	06/06/18	CB	Re-written in line with current guidance
6	30/05/19	CB	Minor updates, reviewed 21/10/20, 14/09/21, 24/11/22 LJ

## Introductory Statement

Training for Care is committed to maintaining a high quality service and to ensuring that the principles of equality and diversity pervade and inform all areas of its work.

This commitment includes encouraging equality and diversity among our workforce by eliminating unlawful discrimination and ensuring that each worker feels respected and able to give their best, it includes preventing discrimination of its learners and stakeholders.

## Aims

Training for Care aims to

- To provide equality, fairness and respect for all workers, whether temporary, part-time or full-time and to maintain a workplace environment and culture that prevents discrimination
- To ensure there is no unlawful discrimination based on the Equality Act 2010 protected characteristics of age, disability, race (including colour, nationality, and ethnic or national origin), sex (gender), gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, and sexual orientation
- To oppose and avoid all forms of unlawful discrimination including pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

## Responsibilities

Training for Care commits to

- Ensure that our policy is brought to the attention of all workers and learners through induction, training and other appropriate means of developing awareness of equal opportunity issues in the workplace and in service provision
- Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect, where individual differences and the contributions of all workers and learners are recognised and valued
- Take seriously all complaints of bullying, harassment, victimisation and unlawful discrimination by workers, learners, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities - such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice and potentially to criminal investigation.
- Make opportunities for training, development and progress available to staff so that their talents and resources can be fully utilised in line with the needs of the organisation

- Ensure that decisions concerning staff are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- Review employment practices, procedures and this policy when necessary to ensure fairness and to take account of changes in the law
- Monitor the diversity of our workers and learners in terms of gender, BAME and disability

All workers are encouraged to

- Support and contribute to Training for Care's aim of providing an environment free of bullying, harassment, victimisation and unlawful discrimination, and of promoting dignity and respect for fellow workers and learners
- Conduct themselves in way that supports this policy. All staff should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Consider this policy while completing work-related duties and at any time while representing Training for Care
- Seek clarification from management, on any aspects of this policy, where needed

Any concerns you have in relation to this policy should be directed to Management.