

EQUALITY, DIVERSITY & INCLUSION POLICY

Statement

The Company recognises that many people in our society experience discrimination or lack of opportunity for reasons which are not fair.

These include:

Race, religion, creed, colour, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability (including mental illness), Transgender, HIV status, marital status, responsibility for dependants, geographical area, social class, income level or criminal record.

Bright Direction Training are committed to a Policy of Equality and Diversity which respects the identity rights and values of each individual and opposes all direct and indirect discrimination within the organisation. We believe everyone is entitled to a working and learning environment which promotes dignity and respect. This commitment is not only good management practice but makes sound business sense.

Objectives

- To deliver equality and diversity throughout organisational policies, procedures and practice and develop an ethos which respects and values all people and to include in learner inductions and training
- To challenge discrimination and lack of opportunity and encourage other organisations and individuals to do the same to actively promote equality of opportunity
- To create a culture that respects and values an individual's differences and recognises that difference/diversity is an asset to our organisation both to its work and the people it serves.
- To eliminate all forms of unfair discrimination, bullying, harassment, victimisation or other oppressive behaviour. No form of intimidation, bullying or harassment will be tolerated
- Take positive action to provide encouragement and support to individuals and groups whose progress has been limited by stereotyping and cultural expectations and to prepare learners for life in a diverse society
- To ensure all employees, tutors, volunteers, learners and collaborative partners are aware and encouraged to support the objectives of this policy and take part in equality induction and regular training
- Promote good relations amongst people within the organisation's community and the wider communities within which we work
- Embed this policy's values throughout all recruitment, selection, training. Promotion, discipline and dismissal processes.
- Ensure arrangements for learner equality and diversity are being followed when working with employers and their employees
- Do our best, within available resources, to remove barriers which limit or discourage access to the Company's training provision and activities
- Monitor the implementation, set targets for improvement and evaluate the impact of equality and diversity action.

Standards and Good Practice

Equality of opportunity is crucial to good practice in any organisation and fairness of opportunity for all is a basic right.

This policy is therefore underpinned by the following values, principles and standards:

- Active challenge to stereotypes, prejudiced attitudes and unfair discriminatory behaviour

- Commitment to inclusive education which enables and supports all learners to develop their full potential
- Commitment to the positive development of all staff and tutors
- Accountability for compliance with this policy by all employees, tutors and others engaged in Company business or activities.
- Policy will be communicated to all staff/learner at induction, full details are contained in the staff & learner handbook and is available on our intranet

Rights & Responsibilities

The Managing Director is responsible for ensuring:

- The Company implements and follows its equality and diversity policies and codes of practice and meets its legal responsibilities, including annual monitoring of staff by characteristics

The Director is responsible for ensuring:

- A consistent and high-profile lead on equality and diversity
- Promotion of equality and diversity inside and outside the training organisation
- Policies and procedures are in place to comply with all applicable legislation
- The Company implements its equality and diversity policies and codes of practice
- There is baseline data on admission used to ensure learner progression and for staff recruitment and career progression
- That all staff, tutors and learners know their responsibilities and receive the necessary support and training.
- Relevant procedures and actions are followed in cases of unfair discrimination, harassment or bullying

Employees, Tutors and Volunteers are responsible for:

- Co-operating with the Company to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination
- Promoting equality and diversity, and avoiding unfair discrimination
- Advising learners of additional support/equipment/assistance which can be provided and how to access this.
- Reviewing on an annual basis the existing policy
- Challenging, reporting and analysing any incidents of unfair discrimination, racial, sexual or other stereotyping perpetrated by staff, volunteers and/or learners.
- Keeping up-to-date with equality law and participating in equality and diversity training as part of staff development

Employees and tutors should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

Learners are responsible for:

- Participating in equal opportunity and diversity training
- Respecting others in their language and actions
- Having an input into policy amendments
- Reporting instances of unfair discrimination, or racial, sexual or other stereotyping.
- Implementing the Company's equality and diversity policies and codes of practice

Disclosure Procedure

Every employee, tutor, volunteer and learner has a duty to report instances regarding the unfair or negative treatment and acts of discrimination, either direct or indirect, by any other individual either to themselves or to others. This can be achieved informally by speaking with, or writing to, the Designated Person (Director), Centre Manager (specific to each delivery location) or the Managing Director. If, having raised a complaint, you feel that it has not been adequately resolved you can formalise your complaint by following the Grievance Procedure.

Disciplinary Action

Action under the Company's disciplinary procedure will be taken against any employee or tutor who is found to have committed an act of improper or unlawful discrimination. Serious breaches of the equality and diversity policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal

Information Gathering

Information will be gathered from a variety of sources, which will include:

- Learner interviews
- Client and staff questionnaires
- Feedback from external agencies and partners
- Analysis of complaints and grievances and their outcomes
- Annual policy review
- Quality of Education Deep Dives and compliance audits.
- Baseline data produced on the admission and progression of learners with disabilities and in respect of staff recruitment and career progression.

Monitoring and Review

The Director working in liaison with staff, tutors, volunteers & learners:

- Will review this policy on an annual basis whereupon examination of logged incidents will be taken into consideration. Amendments to the policy may be made as appropriate.
- Ensure progress data towards targets are detailed at Manager's Meetings on a monthly basis.

In addition to the company's annual self-assessment process, information gathered from client reviews, evaluations and client perception of courses will be reported regularly at staff meetings.

Additional Support

Bright Direction Training will offer additional support to learners to ensure equality of provision (Equality Act 2010). This includes offering additional learner support (including one to ones), adaptive equipment (such as adapted keyboards, mice and magnifiers) and other specialist support deemed necessary for the learner to access their learning without discrimination. More information can be obtained from the director in each delivery location.

Bright Direction Training senior management are responsible for monitoring and developing the processes and procedures for additional support and providing clear information to staff so that they are able to access this support for learners in their centres.

Legislation

This policy will be implemented within the framework of all relevant legislation, which includes:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974



- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Race Relations (Amendment) Act 2000
- Race Relations Act 1976 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006
- Equality Act 2010

Protected Characteristics

- Age
- Religion or Belief
- Race
- Gender
- Sexual Orientation
- Gender Reassignment
- Disability
- Pregnancy & Maternity
- Marriage & Civil Partnership

NAME: Jamie MacGregor

TITLE: Managing Director

SIGNATURE:JM

DATE: March 2023 Version 5

REVIEW DATE: March 2025

Reviewed by Kelly Perkin – March 2025 – Remains suitable and effective

Date of next review: March 2026