

Equality and Diversity Policy

Statement of Policy

The aim of this policy is to communicate the commitment of senior management to the promotion of equality of opportunity in Richmond Training Academy.

It is our policy to provide employment equality to all, irrespective of:

- Gender, (including gender reassignment)
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, learners and those who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or assessment will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all learners to achieve their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

Scope

The Equal Opportunities policy applies to all those who work for (or apply to work for) Richmond Training Academy and also includes the following groups that we will deliver our service to including-

- Job applicants and potential applicants
- Employees
- Contract workers
- Assessors/Internal Verifiers
- Learners
- Organisation Representatives
- Agency workers
- Trainee workers and students on work experience or placements
- Volunteer workers
- Former employees.

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Employment Practices

Richmond Training Academy states its wholehearted support for the principles and practices of equal opportunities and recognizes that it is the duty of all employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity and maintaining a harmonious working environment.

Richmond Training Academy will actively promote equal opportunities throughout the organisation and through the application of the Training Policy, to ensure that individuals receive treatment that is fair and consistent with their relevant aptitudes, potential, skills, experiences and abilities. All Richmond Training employees and Learners will comply with these principles.

Richmond Training Academy will ensure that individuals are trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities. In particular, no employee or learner will be placed at a disadvantage by any practices which, although they are applied to all, have the effect of disadvantaging people of a particular race, sex, sexual orientation, religion or belief which are not necessary to the performance of the job or which constitute indirect discrimination.

Richmond Training Academy recognises the problems that harassment may cause at work and is committed to ensure that such unacceptable behaviour from employees or learners does not take place. Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them having regard to all the circumstances including the perception of the victim. All forms of harassment are abhorrent and will not be tolerated by Richmond Training Academy. Harassment in any form is regarded as unlawful discrimination and additionally may also be subject to criminal proceedings. All such cases will be dealt with under the Disciplinary and Dismissal Procedure.

Richmond Training Academy recognises that the detriment of a disabled person endures as a consequence of their disability can, in many instances, be removed by the adoption of reasonable adjustments. Richmond Training Academy is committed to ensure that such adjustments will be effected where reasonably practicable and where the detriment is substantial.

Equality Commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

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Implementation

Senior management has specific responsibility for the effective implementation of this policy. Both management team and supervisors have responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, employers and learners who use the services of the Training Academy
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate, including training on induction
- Assessors show no bias in the review and examination of a learners portfolio
- Ensure that those who are involved in assessing learners for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices
- Obtain commitments from other persons or organisations so that they too will comply with the policy in their dealings with our organisation and our workforce ensuring that adequate resources are made available to fulfil the objectives of the policy.

Monitoring and Review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed regularly (at least annually). We will seek to measure the effectiveness of its policies and take action to improve them where necessary. Data is collected to assist with monitoring requirements through Quality Assurance methods.

Richmond Training Academy is responsible for eliminating any forms of harassment or intimidation, of which they are aware, in any Training Session.