

Equality and Diversity Policy

Apprenticeships Combining practical training with Employment it is part funded by the European Social Fund.

The purpose of this policy is to define Richmond Training Academy Ltd 's intent to respect equality and diversity. It defines the intentions of the Richmond Training Academy Ltd mission and values.

This policy is fully supported by the directors of Richmond Training Academy Ltd and the Contracts Manager and lead IQA. It has been produced in collaboration with staff and participants.

The scope of this policy includes employees, participants, volunteers and organisations providing or receiving a service from Richmond Training.

Richmond Training Academy Ltd engages with these individuals and/or groups irrespective of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- All employees, whether part-time, full-time or temporary and participants on all programs will be treated fairly and equally
- Selection of employment, promotion, training or any other benefit will be on the basis of aptitude and ability
- Selection of participants to programs and other activities will be on the basis of relevance to program taking into account the participants diverse

Commitment

- Richmond Training Academy Ltd is committed to developing and maintaining a working/training/learning environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Richmond Training Academy Ltd will consider the feelings of individuals and ensure that the work/training/learning they undertake is valued.
- Richmond Training Academy Ltd will make reasonable adjustments to working practices, equipment and premises and offer support to participants and staff to ensure that they are able to take a full and active part in employment and learning.
- Richmond Training Academy Ltd will encourage a diverse range of approaches in the delivery of training to staff and participants, in order that everyone can genuinely recognize the importance of an "inclusive" society which brings opportunities and access, not barriers to individuals.
- Richmond Training Academy Ltd will promote equality and diversity through marketing and promotional activities and literature. This will include high levels of accessibility.

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- Richmond Training Academy Ltd will be demanding of other stakeholder organizations either providing or receiving a service to ensure that their practices at least match this policy and commitment.

Breaches of this equality and diversity policy will be regarded as a serious matter and may lead to disciplinary action

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- This policy will be reviewed annually.
- The procedures used to implement this policy will be audited in respect of their effectiveness within the management review.
- Progress against specific improvement targets will be agreed and managed.
- An annual self-assessment report will be published following a whole organization review including equality and diversity.

The Law

This policy will be implemented within the framework, spirit and intentions of the 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 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.