

## **EQUALITY AND DIVERSITY POLICY**

### **Richmond Training Academy**

#### **1. Introduction**

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

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

Richmond Training Academy aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackle and eliminate discrimination.

#### **2. Scope**

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

Richmond Training Academy engages with 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 the participants on all programs will be treated fairly and equally

Selection of employment, promotion, training or any other benefit will be based on aptitude and ability

Selection of participants to programs and other activities will be based on relevance to the program

All employees have a responsibility for the implantation of this policy. As part of the employee induction, you are expected to read and familiarise yourself with the policy to ensure that you fully comply with the contents.

#### **3. Commitment**

- Richmond Training Academy 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 will consider the feelings of individuals and ensure that the work/training/learning they undertake is valued.
- Richmond Training Academy will make reasonable adjustments to working practices, equipment and premises and offer support to participants and staff to ensure that they can take a full and active part in employment and learning.

- All employees will be encouraged to develop their skills and fulfil their potential and take advantage of training, development and progression opportunities in Richmond Training Academy.
- Richmond Training Academy will encourage a diverse range of approaches in the delivery of training to staff and participants so that everyone can genuinely recognise the importance of an “inclusive” society that brings opportunities and access, not barriers to individuals.
- Richmond Training Academy will promote equality and diversity through marketing and promotional activities and literature. This will include high levels of accessibility.
- Richmond Training Academy will be demanding of other stakeholder organisations 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

Discrimination based on work pattern (part-time working, fixed-term contract, flexible working) which is unjustifiable will not be tolerated.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position. You may decide in the alternative to raise the matter through Richmond Training Academy’s Harassment Policy or Grievance Policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated following the appropriate procedure. Richmond will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by Richmond as a result. However, false allegations of a breach of the policy which are found to have been made in bad faith will be dealt with following Richmond’s Disciplinary Policy.

Employees may be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

#### **4. Equality and Diversity Policy**

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 upon and managed.

An annual self-assessment report will be published following a whole organisation review including equality and diversity.

We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Richmond Training too.

#### **5. Policy Application**

This policy applies to all conduct in the workplace and outside of the workplace, that is related to your work (e.g., at meetings, social events, and social interactions with colleagues) or which may impact Richmond's reputation (e.g., the expression of views on social media).

## 6. 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.

Richmond Training Academy will review this policy annually and assess its effectiveness and this may be amended, and this will be communicated with all stakeholders.

This Policy is for guidance only and does not form part of your contract of employment.

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Signed by a senior responsible person: Victoria Graham (Quality Manager)