



## 1.21 Equality, Diversity and Inclusion Policy

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<b>Document Author:</b>	Lead IQA
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<b>Linked policies:</b>	Employer Engagement Recruitment

### Document Control

Version	Date	Reason for Update
1.0		
2.0	January 2022	Doc Contents & Version Control added

## Policy Statement

EMA Training Limited (EMA) is committed to achieving a learning and working environment which provides equality of opportunity, inclusion and freedom from discrimination, harassment and victimisation and intimidation. We expect all of our apprentices, staff and stakeholders to treat each other with respect and deference to individual needs. We have an ethos of zero tolerance of discrimination, harassment or bullying of any kind. This includes on the grounds of age, race, gender, marital status, disability, religion or belief, gender reassignment, sexuality or on any other grounds, including association.

## Objectives of this Policy

- a. To reduce, and try to prevent all forms of discrimination, harassment, victimisation and intimidation
- b. To ensure that apprentices are recruited and able to achieve and reach their full potential with support tailored to meet their individual needs
- c. To ensure that recruitment, training, development, assessment, redundancy and service provision are determined on the basis of capability, qualifications, experience, skills and productivity.

## Scope

This policy applies to all current and potential apprentices, candidates and staff working at EMA, external partners, visitors or contractors who work with us.

## Legal Requirements

The policy recognises the requirements and general duties of the **Equality Act (2010)** to:

- To remove or minimise disadvantages experienced by people who share a protected characteristic
- Take steps to meet the needs of people who share a protected characteristic
- Encouraging people with protected characteristics to participate in public life in other activities where their participation is low

In addition to have due regard to:

- Eliminate unlawful discrimination, harassment, victimisation, intimidation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

## Definitions

**Discrimination** is recognised as when a person is treated less favourably than another person because of a protected characteristic they have or are thought to have. It is also recognised as potentially occurring through association to another individual who may be discriminated against because of their protected characteristic.

**Harassment** is recognised as unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

**Victimisation** is recognised when a person experiences disadvantage because they have supported someone in making a complaint or an allegation of discrimination, or because they personally have made an allegation of discrimination.

The definition of **disability** as 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. This is recognised to include not just people with obvious physical disabilities, visual or hearing impairments, but also people with dyslexia, diabetes, epilepsy, mental health conditions or long-term illnesses that are now in remission.

## Responsibilities

Staff and apprentices are responsible for their own conduct and should ensure that their behaviour does not make any other person feel uncomfortable. Every member of staff and every student has a responsibility to question their own prejudices and assumptions. It is the duty of all staff and apprentices to avoid unfair and discriminatory practices, to challenge them in others and to accept personal responsibility for abiding by this policy.

### EMA will ensure:

All staff and apprentices will receive equality, diversity and inclusion training at Induction and on an ongoing basis through dedicated training sessions, email and training updates from the Designated Safeguarding Lead.

Provision of or signposting to a range of support services and facilities which will enable apprentices from a range of backgrounds and with different needs to participate fully, including:

- pastoral support
- additional support with learning, for example English and maths
- additional learning support, for example dyslexia, hearing and autistic support specialists
- financial and welfare advice
- personal counselling
- careers advice service
- prayer facilities

Provision of dedicated EDI staff:

Tracey Mosley – CEO

Rebecca Perkins – Apprentice Learning Support Coach

Julie O’Callaghan – Designated Safeguarding and Wellbeing Officer

- Recruitment and marketing materials are designed to ensure they are accessible for all and free from bias and stereotypes, and that they encourage applicants from all groups in the community
- Applicants for apprenticeships are considered on the basis of their ability to meet the entry criteria, as specified in course information
- Application, enrolment, and induction procedures give apprentices the opportunity to identify any additional learning support or special requirements needed for them to succeed
- Where assessment(s) form part of the application process, all applicants will take the same assessment(s), with adjustments being made for identified additional learning needs;
- New apprentices are made aware of the Equality, Diversity and Inclusion Policy and the associated Code of Conduct during induction
- The range, content and delivery of the curriculum reflect the needs of apprentices and the community and promote widening participation
- All aspects of teaching are sensitive to, and promote, equality, diversity and inclusion including language used, timetabling, delivery methods, materials, group organisation and activities;
- Teaching and learning materials and delivery methods avoid prejudice, stereotypes and bias, and unnecessary gendering and are available in formats that meet the needs of individual apprentices
- Teaching and learning promote the diversity of our society and the local community;
- Seek to make continuous improvements to physical access to all of its buildings and make reasonable adjustments to ensure that apprentices, staff and visitors with access requirements due to disability are not disadvantaged.
- Ensure that EMA Training engages with employers who provide employees with a safe work environment which is free from discrimination, harassment and intimidation and value diversity through their commitment to fair employment practices (see Employer Engagement Policy)

## Reasonable Adjustments

The company has a duty to make reasonable adjustments to facilitate the needs of disabled apprentices, staff and visitors. These may include:

- Making adjustments to the premises
- Applying to an awarding body for reasonable adjustments for assessments
- Re-allocating duties or transferring a disabled member of staff to a role better suited to their disability
- Relocating training to a more suitable and accessible facility
- Adjusting timetables to take into account needs or attendance at medical appointments or rehabilitation
- Providing training or mentoring for a disabled apprentices and staff
- Supplying or modifying equipment, instruction and training manuals for disabled apprentices and staff
- Any other adjustments that the company considers reasonable and necessary provided such adjustments are within the financial means of the company

### Acting on Discriminatory Behaviour

In the event that an employee or self-employed member is the subject or perpetrator of, to witness to, discriminatory behaviour, please refer to the disciplinary and grievance procedures.

### Advice and support on discrimination

Staff, apprentices, visitors and external partners may contact their employee/contractor or trade union representative if access to such an individual is possible.

Other contacts include:

Equality and Human Rights Commission  
Arndale House  
The Arndale Centre  
Manchester  
M4 3AQ

Telephone (England): 0845 604 6610  
Telephone (Wales): 0845 604 8810  
Telephone (Scotland): 0845 604 5510  
Website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

Citizens Advice Bureau  
Myddleton House  
115-123 Pentonville Road  
London  
N1 9LZ

Website: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)  
Community Legal Services Direct  
Telephone: 0845 345 4345  
Website: [www.clsdirect.org.uk](http://www.clsdirect.org.uk)

### AAT related documents

<https://bit.ly/3G1T8uZ> Reasonable Adjustments  
Guidance and Forms

### BCS related documents –

<https://bit.ly/3JOMmLa> Reasonable Adjustments Policy

<https://bit.ly/3pZNkwp> Reasonable Adjustments Application Form

Signed by Tracey Mosley, CEO

*Tracey Mosley*

