

EQUALITY, DIVERSITY AND INCLUSION POLICY

1 Introduction

Eastwood Park Ltd seeks to ensure equality of opportunity in all aspects of its activities, thus ensuring that no learner, staff (to include employees, casual workers, consultants and freelancers) or client receives less favourable treatment than another subject to organisational resources, policies and constraints. The policy also forms the standards that Eastwood Park Ltd set out for work with other organisations and visitors in providing equality, for example employers, collaborative partners and contractors.

This policy applies to all employees of Eastwood Park Ltd; it is not part of your terms and conditions of employment and can be varied at any time. It also applies to all casual workers, consultants, freelancers and learners.

2 Definitions

Equality is not about treating everyone the same, it is about ensuring that access to opportunities is available to all by taking account of differing needs and capabilities.

Diversity is about recognising and valuing differences through inclusion.

3 Policy

Equality of opportunity and inclusivity is fundamental to the vision and values of Eastwood Park Ltd. The principles of equality and diversity are at the very heart of every operational aspect from selection and recruitment through to teaching and learning. Essentially we aim to create and maintain an inclusive organisation where all can work, learn and reach their full potential.

We will not tolerate any form of unlawful discrimination and aims to promote a culture in which staff and learners feel supported and encouraged to challenge discriminatory and/or unacceptable behaviour at all levels.

We aim to ensure that no employee, job applicant, applicant for a place on a training course or learner receives less favourable facilities or treatment because of the 'protected characteristics' covered by the Equality Act 2010.

Protected characteristics:

- Age
- Gender reassignment
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

Also protected from discrimination:

- Being associated with someone who has a protected characteristic, for example a family member or friend
- Having complained about discrimination or supported someone else's claim

3.1 Discrimination

Discrimination can come in one of the following forms:

- Direct discrimination – treating someone with a protected characteristic less favourably than others
- Indirect discrimination – putting rules or arrangements in place that apply to everyone, but puts someone with a protected characteristic at an unfair advantage
- Harassment – unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them
- Victimisation – treating someone unfairly because they have complained about discrimination or harassment

3.2 Responsibilities

The Strategic Management Team is responsible for ensuring that they recruit and retain an inclusive and diverse workforce which is appropriately developed to ensure each individual has the opportunity to achieve their full potential.

Line managers will ensure that they and their staff and learners operate within the policy and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that all staff and learners are aware of the policy and procedures and grievances concerning discrimination are dealt with properly, fairly and as quickly as possible and records are maintained.

Every member of staff carries personal responsibility for their own behaviour at work and for ensuring this policy is translated into practice in all areas of employment and service provision.

All staff should be aware of, and critically examine, their attitudes to people and groups to ensure that prejudices, stereotypes, presumptions and generalisations do not affect their judgement during selection, appraisal, career development or the delivery of Eastwood Park Ltd's services.

All staff have a duty to report any incidents or discrimination that come to their attention and to take part in any investigation into such allegations.

Learners are responsible for ensuring that they read the policy and fulfil their responsibilities towards other learners and members of staff. Learners must refer cases of inappropriate behaviour by any staff, visitors or fellow learners to a member of staff.

3.3 Recruitment of staff

Our recruitment and selection practices are regularly reviewed to ensure that no group is put at a disadvantage either directly or indirectly. Our aim is that the composition of the workforce should reflect that of the community.

All new job descriptions will stipulate a commitment to Eastwood Park Ltd's policies.

To avoid discriminatory practices in recruitment of staff and learners, we will ensure:

- That those staff involved in interviewing and selection are given support to avoid discrimination in these processes
- That staff and learners are given an equal opportunity to progress and, where appropriate, offered special training to ensure that they are able to achieve their full potential

3.4 Training and awareness

We will ensure that all staff are aware of this policy and receive support in dealing with any issues that arise.

Equality & Diversity training should be completed by all employees via our elearning platform, iHasco. We will keep an up-to-date record of elearning completed.

3.5 Teaching and learning

All courses and learning activities provided by Eastwood Park Ltd will have equality and diversity embedded in their content and delivery. Resources, learning materials, case studies, projects and learning activities will reflect and promote equality and diversity and will:

- Take account of the diverse learning needs, styles and preferences of learners
- Validate the diverse perspective of learners
- Ensure it makes learners aware of their rights and responsibilities to each other in the classroom, workplace and wider society
- Acknowledge and celebrate the contribution of men and women of all backgrounds, ages, cultures and religions to human progress in all fields
- Ensure observation reports include an evaluation of how successfully equality and diversity is promoted

3.6 Publicity and marketing

Eastwood Park Ltd will ensure that it has no negative images of individuals in its publications and, wherever possible, will provide positive images of people covered by the protective characteristics within the Equality Act 2010.

3.7 Complaints

All complaints of discrimination will be treated seriously and dealt with promptly, efficiently and where possible in confidence. The aim of the procedure is to resolve any complaints of discrimination swiftly and confidentially.

Any member of staff or learner may use the grievance procedures below if they have:

- Been treated unfavourably in contravention of this policy on the grounds of any of the 'protected characteristics'
- Witnessed any form of discrimination

Staff	Learners
<p>Where possible they should talk directly and informally to the person they believe has discriminated against them and explain their objection to their actions or conduct. It might be that the person whose conduct is causing offence is genuinely unaware that their behaviour is unwelcome or objectionable.</p> <p>If they feel unable to approach the person or if they have done so without any resolution they may elect to raise it directly with their line manager.</p> <p>They may decide to take formal action and raise the grievance in writing to Human Resources. The grievance must identify the person who is alleged to have perpetrated discriminatory treatment and give specific examples of actions or conduct they believe constitutes discrimination.</p> <p>In the event of serious allegations, it may be necessary to consider whether to suspend the alleged perpetrator to prevent any further contact between parties until the matter can be fully investigated.</p> <p>An investigation will be conducted and handled with due respect to the rights of the complainant and alleged perpetrator. Both parties will be interviewed separately where they will be provided with the opportunity to state their side of events and explain any conduct that forms the basis of the grievance.</p>	<p>Stage 1 Where possible, the individual should talk directly and informally to the person and explain their objection. It might be that the person is genuinely unaware of any issues. Any difference of opinion should be resolved at this stage. If there is a failure to agree, the individual may request the second stage of grievance.</p> <p>Stage 2 The individual will appeal in writing to the Quality Coordinator within 14 days of the issue arising. Attempts will be made to find a solution with the individual concerned. The outcome of the decision will be communicated to the individual in writing. If the matter cannot be resolved at this stage or the individual does not accept the decision made, then it will be referred to the Training Manager.</p> <p>Stage 3 The Training Manager will meet, where possible, with the individual and will review all evidence from Stage 2. A decision will be made and communicated to the individual and Quality Coordinator in writing.</p> <p>Stage 4 If the grievance is not settled at Stage 3, the individual can appeal directly to the Awarding Organisation's External Quality Assurer for a final judgement. Individuals must follow all previous stages of the grievance procedure. Eastwood Park Ltd will not process an appeal unless the procedure has been exhausted.</p>

If, following the investigation the grievance is founded, suitable and proportionate action will be taken promptly to remedy the discrimination and prevent any recurrence.

Eastwood Park Ltd regards all forms of discrimination as gross misconduct (except unintentional behaviour of a mild nature) and anyone found guilty of this behaviour will be

liable to proportionate disciplinary measures up to and including summary dismissal. Disciplinary measures will also be taken against anyone who is found to have made a deliberately false or malicious complaint of discrimination.

Eastwood Park Ltd gives assurance that there will be no victimisation against anyone making a genuine complaint in good faith or against anyone who assist or support colleagues or peers in making such a complaint.

4 Document management

4.1 Version control

Version:	5.1
Date of version:	17/01/2022
Approved by:	Strategic Management Team
Confidentiality level:	Public

4.2 History

Date	Version	Author	Comment/change/approval
08/11/2019	1.0	Lisa Slevin	Initial draft
09/11/2018	2.0	Lisa Slevin	Change of format
05/03/2019	3.0	Lisa Slevin	Change of audience
12/06/2019	4.0	Carly Jones	HR review
27/06/2019	4.1	Carly Jones	Senior Management Team approval
05/01/2022	5.0	Carly Bennett	Policy review, removal of implementation plan and Strategic Management Team approval
17/01/2022	5.1	Carly Bennett	Change of renewal period from two years to one year

4.3 Review

This policy will be reviewed every year by the Head of HR.

Date set for review: January 2023