

EQUALITY AND DIVERSITY POLICY

Thank you for reading our Equality and Diversity policy. The policy includes a number of important sections;

Statement of commitment to Equality and Diversity
Responsibilities of staff, managers, directors and learners
How we put the policy into practice
How to make a complaint
Dignity at work policy
Racial Equality policy
Disability statement
Resettlement of offender's policy

Statement of Durham Business Club: -

The organisation:

- We are committed to the elimination of unfair treatment & discrimination and will promote equality and diversity, and strive to ensure that all staff, learners, members and visitors are treated with dignity and respect.
- We will strive to create an accessible institution and to extend opportunities to all sectors of the community, in particular any sector of our community that is under represented.
- We aim to ensure that no applicant, employee, learner or visitor does not receive any less favourable treatment on the grounds of age, disability, special needs, gender, marital status, sexual orientation, religion, belief, race, colour, nationality, ethnic or national origin, or any other grounds, or is disadvantaged by conditions or requirements which cannot be justified by specific reference to the job, situation or course of learning.
- We aim to ensure that Durham Business Club fully complies with legislation. See appendix one for a summary of current legislation.
- Durham Business Club is committed to the fair treatment of its staff, potential staff or users of its services, regardless of offending background.
- We recognise that working towards genuine equality and diversity is central to the efficiency and development of the organisation and the assurance of high quality training.

This policy, along with our dignity at work policy explains what is required of staff, learners, members and visitors as well as outlining what anyone should do if they believe that a breach of this policy has occurred.

Aims and Objectives

The aims and objectives of this policy are to ensure that:

1. Recruitment, Selection and Employment:

- Individuals are selected on the basis of their abilities and potential. They are given equal opportunities and the development needed to progress within the organisation

2. Learners, Prospective Learners, Members and Visitors:

- Every learner, prospective learner, member or visitor will be treated fairly and will not receive less favorable treatment on the grounds outlined in the statement.
- All applicants are treated on the basis of their ability and potential for the training they have chosen and will be given equal access

Responsibilities

1. Management

Managers must:

- Ensure that the Equality and Diversity Policy aims and objectives are understood and implemented by all employees and self employed people engaged in delivery of training.
- Behave in a manner that fulfils the requirements of this policy
- Ensuring this policy is monitored and developed where appropriate.
- Take action when standards of conduct and behaviors of individuals do not comply with the policy.
- Identify and act upon any practices, procedures or customs, which unfairly discriminate.
- Utilise established grievance and disciplinary procedures to protect employees and learners from unfair or discriminatory behaviour.
- Strive to provide a fair and accessible environment for working and learning

2. Employees :

It is every employee's responsibility to;

Treat all colleagues and learners with dignity and respect,

To ensure that anyone with whom they deal are treated with dignity and respect,

To challenge any behaviour from other employees or learners that may breach the principles outlined in this policy.

If a colleague asks you to change the way that you treat them that you comply with the request.

3. Learners:

It is every learners responsibility to treat other learners and employees of DBC and placement colleagues with dignity and respect,

To challenge any behaviour from other learners that may breach the principles of this policy.

4. The Operations Director

The Operations Director will ensure that all outside contractors are aware of how to conduct themselves whilst on DBC premises and;

- Review this policy annually as a minimum and amend, where necessary, in the light of current legislation, practice and circumstances.
- Keep both new and existing staff up to date with any changes to this policy.
- Regular reinforcement will be planned and implemented for staff and learners.
- The organisation's development plans will focus on equality & diversity and continuous improvement of current practices.
- Report to the Board and be responsible for the implementation and development of the Policy.
- Monitor the effects of this policy by the analysis of data which is current, specific and accurate. The data will be used to plan changes in delivery to address areas of under-representation.
- Ensure that tutors assess the needs, experience and interests of learners and develop an effective delivery plan which avoids stereotyping or prejudice.
- Ensure that learners are allocated a mentor to guide and support learners during their training.
- Employment policies and procedures are reviewed to ensure equality & diversity is embedded.

5. WORKING PRACTICES

5.1 Pregnancy

The Organisation recognises that women may need changes to their work conditions and will consider requests for such changes.

5.2 Antenatal and Postnatal Care

Reasonable time off with pay will be given to both full and part time employees who are pregnant to attend antenatal classes and medicals.

5.3 Maternity / Paternity Leave and Pay

These are in accordance with legislation and are set out in the Conditions of Service.

5.4 Time Off for Dependants

All employees will have the right to take reasonable time off work to deal with an emergency involving a dependent.

5.5 Flexible Hours, Job Sharing and Homeworking

The organisation has adopted flexible working practices. In addition, consideration will be given to employees to facilitate caring responsibilities. Requests for job sharing or part-time working to meet employees' needs of shorter hours will also be considered.

The above considerations will, however, have due regard to the organisation's operational requirements.

5.6 Retirement

Our retirement age is 65 but all employees have the right to request to continue to work beyond 65.

Should any learner or employee believe that they have not been treated with dignity and respect then they should make a complaint in line with section 2.

Any Director, Manager, Employee or Learner found to be in breach of this policy may be subject to disciplinary action.

Section two

1. What to do if a problem occurs

The procedure for resolving breaches of this policy is as follows:

- a. Should a member, employee or learner believe that a breach of the policy has occurred, whether it affects him or her personally or whether he or she observes that breach affecting others, that individual is to rectify the matter if it is within his or her competence and authority so to do.
- b. Members, employees and learners of DBC, recognising that it is in the interests of all that harmonious relations are maintained and promoted, are to if possible seek to resolve such matters in a supportive and informal manner by friendly discussion in whatever forum or grouping is appropriate to the circumstances.
- c. If the matter cannot be resolved it should be referred to the WBL Director or if not appropriate an Executive Director or line manager. They will appoint an investigation officer (they may decide to investigate themselves)
- d. When an incident is successfully resolved under the procedures set out in paragraphs a, b or c above, the person or persons responsible for that resolution are to report the facts of the case to an Executive Director. All such reports are to be classified as 'confidential' and safeguarded appropriately.
- e. An Executive Director will investigate individual or collective complaints from employees in connection with the Equality and Diversity Policy and provide advice and/or assistance as appropriate.
- f. An Executive Director will be responsible for the investigation of complaints for or against learners in connection with the Equality and Diversity Policy and provide advice and/or assistance as appropriate.

If after an investigation it is considered that a breach of this policy may have occurred the matter may proceed to a disciplinary hearing. This will be conducted in accordance with DBC disciplinary process.

2. MONITORING AND EVALUATING EQUAL OPPORTUNITIES

The WBL Director is responsible for making the necessary arrangements to gather, record, store and produce in appropriate form, statistical data required for monitoring equal opportunities, as it applies to learners. Requests to learners for information will be made in a lawful manner, taking care to respect and safeguard the privacy and self respect of the persons questioned.

The Operations Director is responsible for staff information, the evaluation of data supplied from staff and for putting forward the necessary recommendations resulting from evaluation.

3. PUBLICITY, MARKETING AND RECRUITMENT OF LEARNERS

DBC will review marketing and the recruitment procedures at regular intervals.

The intention is:

- a. All materials printed or otherwise, produced for publicity do not discriminate against groups or individuals.
- b. Staff do not discriminate during selection procedures.
- c. When distributing marketing materials, the choice of target groups should include all people in the community and not discriminate against individuals or groups of people.
- d. Learning publicity states DBC's Disability Statement is available upon request and alternative methods of applying are also available.
- e. Specific information is requested from the applicant if it is necessary to identify specific requirements to enable the individual to engage in learning. If the information appears to be of a discriminatory nature the manner of the request must indicate the purpose for which it is required.
- f. Collaboration between partners in learning will be developed with the aim of engaging people into non traditional areas of study.

4. PROVISION OF LEARNING

It is the responsibility of tutors when designing training plans and resources to ensure the Equality and Diversity Policy is implemented, and learning engages people from under-represented groups.

Consideration is given to the needs of individuals when timetabling learning to suit particular groups of people, locations & resources which are accessible for disabled/mobility impaired people.

5. REVIEW OF TRAINING RECRUITMENT PATTERNS

The monitoring process will include statistical analysis of each area of learning on a regular basis. If analysis shows a particular group are not able to engage in learning due to recruitment patterns a review will be carried out to explore alternative recruitment patterns to engage all people in the community.

6. LEARNER ASSESSMENT

Assessment will be adapted where possible to engage all learners. (Refer to access to assessment policy)

All staff must take care not to discriminate unfairly during assessment. Resources are non-stereotyped and contain references, where possible, to work done in the field by men and women. The assessor should seek to draw evenly on the experience of all learners.

7. WORK PLACEMENT/EMPLOYMENT

As part of the general preparation for the world of work, equality & diversity training is scheduled periodically, with reinforcement at reviews.

Employers awareness is raised during reviews, staff monitor the treatment of learners during assessment activities and reviews. Learners are also encouraged to speak openly about their treatment at work/placement.

Learner complaints/feedback will be investigated promptly by the learners tutor or a Director and the matter discussed with the employer where appropriate following procedures set in the Operations Manual.

8. LEARNER GUIDANCE

Learners will be offered guidance in personal, training and vocational fields together with finance and welfare advice in accordance with the Equality and Diversity policy.

- a. These services are available to all learners, irrespective of age, disability, special needs, gender, marital status, sexual orientation, religion, belief, race, colour, nationality, ethnic or national origin, or any other grounds.
- b. Every opportunity will be used to promote positive thinking about employment opportunities in a non-stereotyped way, both attitudinally and by giving attention to literature and displayed materials, not only from the aspects of gender and cultural background but also social background.
- c. Attention will be given to establishing equality of opportunity by challenging traditional job training or educational stereotyping where it exists at present.

9. MEETINGS ON EQUAL OPPORTUNITIES

To facilitate the implementation of equal opportunities within DBC the following initiatives will be taken:

A Equal Opportunities-Staff Meetings

- To discuss issues related to equal opportunities.
- Exchange information and develop good practice.
- Promote a climate, which acknowledges the need for change in order to achieve equal opportunities.
- Assist in the initiation, monitoring and evaluation of statements and action of Equal Opportunities.
- Make proposals for those areas where an application of financial resources would be beneficial to promote equal opportunities.
- Encourage and, where possible, facilitate the preparation of bids for financial support for equal opportunities development and subsequent support for such projects.
- Seek to ensure that equal opportunities issues are fully taken into consideration in the deliberations and decisions of all areas of DBC.
- Report through the WBL Director to the DBC Board of Directors.

B. The WBL Director

Will carry the following responsibilities:

- Be an immediate point of advice and support for all staff and learners on all issues concerning equal opportunities
- Assist in monitoring and evaluating the implementation of equal opportunities
- To assist in the planning, delivery and evaluation of staff development for equal opportunities.

Colleagues are encouraged to discuss issues of equal opportunities with the WBL Director who will provide advice and guidance, suggesting opportunities for staff development.