

<b>Policy Name</b>	Equality Policy	
<b>Policy Reference</b>	NWCS-OP06	
<b>Policy Owner</b>	Paul Sheron	
<b>Latest Review Date</b>	31/01/2023	
<b>Next Review Date</b>	31/01/2024	
<b>Version</b>	<b>Approved by</b>	<b>Summary of changes</b>
1	PS	

<p><b>Aim and Purpose of the policy</b></p>	<p>To develop a comprehensive structure for the use, development and implementation of equality and diversity within NWCS Training Ltd. This policy will avoid discriminating against people, and how we will create a safe and inclusive atmosphere for learners and users of service.</p>
<p><b>Who is this policy for?</b></p>	<p>This policy relates to all activity carried out by NWCS Training Ltd</p>
<p><b>Key contacts and resources</b></p>	<p><u>Resources</u>          -Equality Act 2010          -<a href="https://www.gov.uk/government/publications/prevent-duty-guidance">https://www.gov.uk/government/publications/prevent-duty-guidance</a>          -<a href="https://www.equalityhumanrights.com/en">https://www.equalityhumanrights.com/en</a>          -<a href="https://www.citizensadvice.org.uk">https://www.citizensadvice.org.uk</a>          -Humans Right Act 1998          -Keeping Children Safe in Education (DfE September 2022)</p> <p><u>Key Contacts</u>          Head of Centre- Paul Sheron          Operational Manager- Karen Luxon</p>
<p><b>Relate Policies and Procedures</b></p>	

### **Aim and Vision**

NWCS is committed to equal treatment and opportunity for staff, job applicants, learners and other stakeholders. All individuals are entitled to dignity and respect in their working and living environment. Our organisation values diversity and encourages fairness and justice and will actively promote these principles in everything that we do. It is the expectation that all staff members will actively engage to adhere to this policy content.

### **Rationale**

NWCS is committed to ensuring that all members of staff and job applicants receive equal treatment regardless of any protected characteristics (age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation).

This policy applies to all aspects of employment with NWCS. For the avoidance of doubt this includes recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures and termination of employment.

To meet the legal requirements of the regulated activities that NWCS is registered to provide:

- Equality Act 2010
- Equality Act 2010: Chapter 1 (Protected Characteristics), Chapter 2 (Prohibited Conduct) Chapter 3 (Services and Public Functions)

### **Intent**

To ensure that all members of staff can work in an environment to the best of their skills and abilities without the threat of discrimination or harassment.

### **Implementation**

To set out NWCS zero-tolerance approach to the perpetrators of discrimination in the workplace. Please ensure to read NWCS Zero Tolerance promise.

To ensure that NWCS has an open and transparent approach to all aspects of employment, free from discrimination.

To ensure that all members of staff are able to work to the best of their ability in an inclusive environment.

### **What is equality and diversity?**

Equality means ensuring everyone in your setting has equal opportunities, regardless of their abilities, their background or their lifestyle.

Diversity means appreciating the differences between people and treating people's values, beliefs, cultures and lifestyles with respect.

The following forms of discrimination are prohibited under this policy and are unlawful:

**-Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because of their sexual orientation.

**-Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, there may be a height requirement for a job owing to the nature of the role. Such a requirement would likely discriminate disproportionately against women (and some minority ethnic groups) as they are generally shorter than men. This requirement would be discriminatory unless it can be justified.

-**Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-Bullying and Harassment Statement.

-**Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

-**Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

However, objective justifications may be used in defence of indirect or direct discrimination where a learner is employed in a setting where the organisation's policy or age-based rule was used as 'a proportionate means of achieving a legitimate aim'. For example, where there is a requirement that job applicants must be at least 18 years old due to the nature of the job e.g. a physically demanding job or training activity. This is to ensure they're physically mature enough to train for the work required.

For further information, please refer to the <https://www.equalityhumanrights.com/en> (Equality and Human Rights Commission)

NWCS takes a zero-tolerance approach to any discrimination, harassment and/or victimisation which one member of staff may perpetrate against another and/or against any other person including but not limited to former employees, job applicants, clients, learners, employers and visitors.

Equally, this policy not only applies in the workplace but also outside of it when the member of staff is dealing with learners, employers or other work-related contacts or when wearing a staff badge and on work-related trips or events including social events.

NWCS will provide appropriate training to employees in implementing policy content in relation to equality. NWCS is committed to following the European Human Rights Commission Employment Statutory Code of Practice and has appointed an appropriate Senior Manager to have responsibility for equality and diversity training.

### **Recruitment and Selection**

Selection exercises including recruitment, promotion and redundancy selection, amongst others, will be carried out with regard to objective criteria which specifically avoid any issues of discrimination. Similarly, where possible NWCS will ensure that such exercises are carried out by more than one person, following the criteria outlined within this policy.

Any vacancies will be advertised to as wide and diverse an audience as possible. Such advertisements will not discourage any individual or group from applying.

Job applicants will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

For all job applications, we follow safer recruitment procedures.

### **Disabilities**

If a member of staff is disabled or becomes disabled, NWCS encourages them to tell their manager about their condition so that NWCS can consider what reasonable adjustments or support may be appropriate.

### **Part-time and Fixed-term Work**

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

### **Disciplinary Procedure**

Any member of staff found to be in breach of this policy will be subject to disciplinary action. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

### **Grievance Procedure**

If a member of staff believes that they have suffered discrimination, then they should raise these issues through Disciplinary and Grievance Policy and the Anti-Bullying and Harassment Statement.

A member of staff will not be bullied or victimised for raising issues under this policy. However, if a complaint is made in bad faith and/or is knowingly false the member of staff may be subject to Discipline Policy and Procedure.

### **COMPLAINTS OF UNLAWFUL DISCRIMINATION**

NWCS will investigate all complaints of unlawful discrimination from people supported or staff and will take robust action in the case of discrimination by staff including disciplinary proceedings.

Staff may make complaints of discrimination through the disciplinary & grievance and Whistleblowing Policies.

Learners or employers may make complaints of discrimination through the Complaints Policy. Learners and employers will be supported to complain by the organisation or through referral to an external organisation such as the <https://www.citizensadvice.org.uk> Citizens Advice Bureau.

Learners, employers or staff who have made or supported a complaint of discrimination will not themselves be discriminated against.

If a member of staff believes that they have suffered discrimination, then they should raise these issues through the Grievance Policy and/or Anti-Bullying and Harassment Statement. A member of staff will not be bullied or victimised for raising issues under this policy. However, if a complaint is made in bad faith and/or is knowingly false, the member of staff may be subject to disciplinary action.

### **DEFINITIONS**

#### **Protected Characteristics**

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

#### **Disability**

A physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities. The effect must have lasted for 12 months or be likely to last 12 months. An effect that is likely to recur is treated as continuing for this purpose.

## Radicalisation and Extremism – British Values

The UK Government defines "British Values" in the

<https://www.gov.uk/government/publications/prevent-duty-guidance> Counter-Terrorism and Security Act 2015 Prevent Duty as:

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual Respect and Tolerance of those with different faiths and beliefs.

How we embed British values at NWCS

### Democracy

-The 'student voice' is promoted in many and varied ways at NWCS. At every visit an apprentice and learner are encouraged to have their say and assess their own progress, safety and well-being.

-A variety of surveys canvass apprentice and learner opinion. These include 'ESFA FE choices', Ofsted surveys as well as NWCS's own annual surveys.

-Freedom of speech, the 'right to have your say' and 'utilising your right to vote at 18' is promoted in teaching and during learning sessions from induction to completion and beyond. Apprentices and learners are supported to do this actively from the outset, often evaluating every process of their learning journey.

### The rule of law

-Rules, regulations and legislation are part of everyday life and curriculum at NWCS.

Apprentices and learners are first introduced to the concept of rules and consequences by their sales consultant who conducts their initial interview.

-This extends by manner of policy and procedure to formal inductions by personal trainers and workplace managers on Employment rights and responsibilities; setting up working agreements in learning groups with teachers and peers and formally learning about legislation within their curriculum on subjects such as equality and diversity, safeguarding, health and safety at work and so on.

### Individual liberty

-At NWCS apprentices and learners are encouraged, enabled and empowered to know, understand and express their rights and personal freedoms in life generally, in learning and at work.

-Moreover, to understand how to exercise these respectfully and safely e.g. through equality and diversity, safeguarding well-being, online-safety (digital citizenship) training and Child Exploitation and Online Protection enhancement sessions.

### Mutual respect and tolerance of those with different faiths and beliefs

-At NWCS this is promoted from the outset by the completion of the 'Zero Tolerance Promise'. This is a basic yet critical premise to learning and working at NWCS

-Leaders and managers foster these principles with staff, apprentices and learners alike are implemented by means of:

-A well-structured equality and diversity training programme with 3 yearly refreshers for staff and which teaches about democracy, freedom, the rule of law, human rights and responsibilities

-A broad and balanced variety of curriculum and staff CPD and training activities such as zero tolerance policy and equality and diversity workbook

-Having a clearly communicated health and safety policy, learner charter and apprentice and learner handbook so that apprentices and learners understand what is expected of them and the consequences of both meeting and failing to meet these expectations.

-A code of conduct policy (within the employment and training policy) for staff, reiterating that we are a training provider built on mutual respect and understanding

-Staff at NWCS recognise that extremist views of any kind, whether from internal sources, apprentices, learners, staff or external sources will be counterproductive to our safeguarding and inclusive-culture efforts. We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for apprentices, learners and young people and so should be addressed immediately by staff as a safeguarding concern. We also recognise that if we fail to challenge extremist views we are failing to protect our liberty and democracy as well as that of our apprentices and learners.

### **Commitment**

Our commitment to learners, employers and the Liverpool City Region. NWCS will strive to create a learning and working environment which:

- Celebrates differences and similarities alike and where this diverse experience makes a positive contribution to learning, teaching, support services, research, consultancy, administration, work and management practices.
- Aspires for all employees, apprentices, learners and clients to feel valued and respected, by their employer and by each other and are treated with dignity.
- Ensures every employee, apprentice and learner is assured a working and learning environment that promotes dignity and respect to all in line with the contents of this policy
- Ensures that no form of intimidation, bullying (including cyber-bullying) or harassment will be tolerated or allowed
- Ensures that staff, apprentices, learners and visitors are safeguarded and protected from discrimination, abuse, neglect, extremism and or radicalisation
- Communicates and gains commitment on our Zero-tolerance from all staff, apprentices and learners
- Is responsive to training and employment opportunities
- Works proactively, in order that NWCS is representative of the diversity of clients and employees that the Liverpool City Region (Merseyside) offers
- Develops and maintains an ethos, which, makes the most of the skills and talents of all colleagues and clients to sustain a successful business
- Offers fair and open promotion, based on merit and ability, ensures a fair chance to everyone
- Offers opportunities for progression where staff and clients alike are encouraged to achieve highly and attain their full potential in society
- Deals effectively with breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings
- Maintains that this policy is fully supported by the Board of Directors and Senior Management
- Ensures that this policy will be monitored and reviewed annually

## ZERO TOLERANCE PROMISE

**North West Community Services Training presents its zero-tolerance approach to any form of discrimination, extremism or radicalisation. NWCS Training opposes all forms of unlawful and unfair discrimination, abuse, neglect, extremism and radicalisation.**

NWCS Training is committed to eliminating discrimination and promoting diversity amongst our workforce and student groups. Our aim is that our workforce and student groups will be truly representative of all sections of society and that each person will feel equal, respected and able to give their best. To that end the purpose of this promise is to:

- Provide staff and students with a clearly communicated zero-tolerance promise.
- Ensure that all staff and students commit to making the same zero-tolerance promise and work in accordance with its principles.
- Support and guide staff and students to learn what NWCS's zero-tolerance promise means.
- Help staff and students to understand NWCS's culture of inclusion, mutual respect and the high level of safeguarding we expect and provide.
- Provide teaching, awareness-raising and compulsory training for staff and students to ensure we create and maintain an environment where we do not discriminate.
- Safeguard against discrimination on the grounds of the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, skin-colour, nationality, national origin, religion or belief, sex or sexual orientation.
- Oppose all forms of unlawful and unfair discrimination, including all forms of harassment, bullying, cyber-bullying.
- Similarly, we will oppose any form of abuse, neglect, extremism and or radicalisation. These are covered further in our Safeguarding Policy and Procedures and curriculum delivery.
- Provide a framework for staff and students to report concerns about their safety, equality, opportunity or well-being to designated staff responsible for Safeguarding.

Here are some ways we expect you will learn more about understanding and tackling extremism, radicalisation and all forms of discrimination at NWCS Training Ltd. Please discuss how to access the following resources and learning opportunities with your Tutor/Assessor:

- Code of Conduct
- Learner handbook
- British Values
- eSafety guidelines
- Prevent Duty
- Equality, Diversity and Inclusion
- Equality and Diversity training
- Equality and Diversity policy
- Safeguarding policy and procedures
- Health and Safety policy
- Risk Assessments
- Acceptable ICT User Policy

### **Other relevant Reading**

NWCS asserts that this policy and associated procedures should be read and understood in the context of other relevant guidance, policies and procedures:

- Covid-19 Policy
- Equality, Diversity and Inclusion induction pack
- Child Protection / Safeguarding Policy



- Health and Safety Policy
- Expectant Mothers Policy
- Complaints Policy
- Grievance Policy
- Whistleblowing Policy

### **Impact**

It is a requirement that 100% of learners/staff adhere to this Equality policy. The Equality policy is essential for the workplace because it encourages equality, diversity and inclusion and will keep employees happy and motivated. prevent serious or legal issues arising, such as bullying, harassment and discrimination.

### **Definitions**

**'Staff'** refers to any individual that is employed within NWCS Training.

### **Protected Characteristics**

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### **Disability**

A physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities. The effect must have lasted for 12 months or be likely to last 12 months. An effect that is likely to recur is treated as continuing for this purpose.

### **Policy Review and Implementation**

This policy will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.

This policy is specific to that of NWCS Training Ltd and has been ratified by Head of Centre Paul Sheron



31/01/2023