



NORTHERN TRAINING P A R T N E R S H I P

Diversity and Equalities Policy reviewed by G. Davidson 2020

Introduction

This policy aims to outline Northern Training Partnership Ltd's commitment to ensuring equality of opportunity and equal treatment for staff, workers, contractors and customers to provide guidance on anti-discriminatory practice. This policy is non-contractual.

Scope

The policy applies to employees directly employed by Northern Training Partnership, to workers employed via agencies, contractors in terms of employment and customers in terms of services provided. The policy applies specifically to discrimination and equality of opportunity in respect of 'protected characteristics' as defined in the Equalities Act 2010:

- (a) Age
- (b) Disability
- (c) Race
- (d) Sex
- (e) Religion or cultural beliefs
- (f) Gender reassignment
- (g) Marital status and civil partnership
- (h) Sexual orientation
- (i) Pregnancy and maternity

The policy applies across the range of employment policies and practice, including those relating to Discipline, Grievance, Harassment and Complaints.

Responsibilities

Northern Training Partnership values its staff, contractors, workers and customers and expects them to be treated in a respectful manner. Accordingly, all have a responsibility to treat others with dignity and respect. The directors are responsible for providing advice and guidance on equality and diversity issues and to ensure the Policy document is kept up to date.

Aims

One of Northern Training Partnership Ltd's core values is "Ethical Behaviour"; Northern Training Partnership Ltd aims to:

- Promote equality of opportunity
- Embrace and value diversity
- Eliminate unlawful direct and indirect discrimination

Northern Training Partnership Ltd will provide equality of opportunity and equal treatment as an integral part of good practice. The organisation is committed to a working environment in which the contribution and needs of everyone are fully valued and recognised. We will support our staff, workers and contractors in not tolerating any inappropriate, violent or abusive behaviour from colleagues, other organisations or customers.

General purpose

Northern Training Partnership Ltd's practices will ensure that staff, workers and customers will not be discriminated against on any grounds including age, disability, race, sex, religion or cultural beliefs, gender reassignment, marital status and civil partnership, sexual orientation, pregnancy and maternity.

Northern Training Partnership Ltd's commitment to anti-discriminatory practice relates to all kinds of discrimination, as set out below:

- Direct discrimination - where someone is treated less favourably than another because they have a protected characteristic
- Indirect discrimination – when a requirement or a condition is applied which has a detrimental effect on a particular group or individual. This applies even if there was not a deliberate intention to discriminate.
- Associative discrimination – direct discrimination against someone because they associate with another person who has a protected characteristic.
- Perceptive discrimination - direct discrimination against someone because others think they have a protected characteristic even if they do not possess that characteristic.
- Harassment – unwanted conduct related to a protected characteristic which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. This applies even if the conduct is not directed at the individual or if they do not have the protected characteristic.
- Third party harassment – potential liability for the harassment of staff by others such as clients or customers.
- Victimisation – when someone is treated badly because they have made or supported a complaint under the Equalities Act or it is thought that they have done so.

Employment Practices

Northern Training Partnership Ltd aims to promote equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable in the context of the policy. Selection, recruitment, training, promotion and employment practices will be subject to regular review to ensure that they comply with the Diversity and Equalities Policy. All training opportunities will be published widely to all appropriate employees and not in such a way so as to exclude particular groups. Northern Training Partnership Ltd regards discrimination, abuse, harassment, victimisation or bullying of staff, customers or others in the course of work as disciplinary offences that could be regarded as gross misconduct.

Northern Training Partnership Ltd as Service Provider

In developing its products (qualifications); support materials (assessment handbooks and teacher materials) or its awarding organisation services (registration, entry, assessment, certification), Northern Training Partnership Ltd will seek to ensure access to its customers and their learners. This will include, wherever practicable, making specific access arrangements for its customers and their learners with disabilities or learning difficulties, or any other protected characteristic which may apply, such as religion and belief. Northern Training Partnership Ltd will attempt to ensure that none of its policies discriminate directly or indirectly against any group or individual.

Northern Training Partnership Ltd fully supports the principle of equality and diversity. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.

Northern Training Partnership Ltd recognises that certain groups and individuals in society are oppressed and disadvantaged due to discrimination directed against them. We aim to remove any barriers, bias or discrimination that prevents individuals or groups from realising their potential and contributing fully to our organisation's performance and to develop an organizational culture that positively values diversity.

Discrimination operates through commonly held assumptions and prejudices which are reinforced by laws, rules and customs. This makes discrimination appear normal and inevitable. Discrimination works by stereotyping people into different roles, by treating some people worse than others, or simply by ignoring them.

Northern Training Partnership Ltd is committed to opposing all forms of discrimination including that based on protected characteristics such as age, disability, gender reassignment, race (including colour, nationality, and ethnic or national origins), religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity. This list is not exhaustive.

Third parties

Northern Training Partnership Ltd will not unlawfully discriminate in dealings with third parties; these include clients, customers, contractors and suppliers. Northern Training Partnership Ltd recognizes that the aforementioned third parties are also protected by law and endeavors to treat all third parties fairly and equally with dignity and respect. Northern Training Partnership also recognizes employees and staff members should not be subject to any form of discrimination from third parties and will ensure reasonable steps are in place to prevent such practices.

Where practicably possible Northern Training Partnership Ltd will ensure all third parties have access to resources and adaptations to enable full participation in the services we provide and to ensure Northern Training Partnership fully complies with DDA (Disability Discrimination Act 1995) legislation now incorporated in the Equalities Act 2010 . Northern Training Partnership also encourages assessment and feedback from third parties in relation to services provided and regular analysis is conducted by the management team as part of the quality management system where identified areas can be improved to ensure complete compliance with the legislation.

Training

Northern Training Partnership Ltd will ensure that all new employees, contractors and management will receive induction on the policy. Northern Training Partnership Ltd will provide ongoing Equalities training for all staff, contractors and management on an annual basis and this shall be documented in the individual CPD (continual personal development) records.

Review

The management will regularly monitor and evaluate the effectiveness of this policy in achieving the stated aims. This process shall be undertaken at least annually.

Complaints and Sanctions

Northern Training Partnership Ltd will treat seriously any complaints of unlawful discrimination on any of the stated grounds made by employees, contractors, clients or other third parties and will take action where appropriate.

All complaints made by external parties will be investigated in accordance with Northern Training Partnership Ltd's Complaints Procedure and the complainant will be informed of the outcome.

In the event of an investigation concerning a complaint against an employee, Northern Training Partnership Ltd's Grievance Policy and Procedures will be followed and any action necessary dealt with under Northern Training Partnership Ltd's Disciplinary Procedure.

Complaints will be monitored annually, and any outcomes/action recorded.

Glossary

Protected Characteristics

The protected characteristics as listed in the Equality Act 2010 are sex, sexual orientation, marriage or civil partnership, gender reassignment, race, religion or belief, age, disability, pregnancy and maternity.

Disability

Under the Equality Act 2010, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Gender reassignment

A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. The person does not have to be under medical supervision.

Race

Race includes colour, nationality and ethnic or national origins. A racial group can be made up of two or more different racial groups (eg Black Britons).

Religion or belief

Under the Equality Act 2010, religion includes any religion. It also includes lack of religion, in other words employees or jobseekers are protected if they do not follow a certain religion or have no religion at all. Additionally, a religion must have a clear structure and belief system. Belief means any religious or philosophical belief or a lack of such belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.

Sexual orientation

Includes bisexual, gay, heterosexual.

Direct discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perceptive discrimination below), or because they associate with someone who has a protected characteristic (see associative discrimination below).

Associative discrimination

This is direct discrimination against someone because they are linked or associated with another person who possesses a protected characteristic.

Perceptive discrimination

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect discrimination

Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your company that applies to everyone but particularly disadvantages people who share a protected characteristic and which cannot be justified in relation to the job.

Harassment

Harassment is "unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual".

Third party harassment

Harassment of employees by people (third parties) who are not employees of your company, such as clients. Northern Training Partnership Ltd has a duty to prevent harassment and may be liable if aware that harassment has occurred on at least two previous occasions and does not take reasonable steps to prevent it from happening again.

Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported a complaint about discrimination or harassment or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.