

EQUALITY, DIVERSITY AND INCLUSION POLICY

Date	Reason for change	Authorised by	QA #
October 2022	Annual Update	Kelly Gibson	51

1. Introduction

Employment Education Training Group (EET Group) is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination as well as promoting and embracing the diversity of our workforce. This policy aims to ensure that there are no unfair and discriminatory practices within EET Group and to encourage the full contribution from employees and consultants in meeting its objectives. EET Group is committed to actively opposing all forms of discrimination. Inclusion is a key value, making sure that everyone feels they belong to the organisation and that they are valued. The day to day application of all our policies and procedures and the way we work together should underpin this.

We aim to provide a service that does not discriminate against any of our customers in any way. This covers what and how they can access our services as well as the quality of the goods and services that are supplied. EET Group believes that all employees, consultants and customers are entitled to be treated with respect and dignity.

The objectives of this policy are:

- To prevent, reduce and stop all forms of unlawful discrimination in line with Equality Act 2010;
- To ensure that recruitment, promotion, allocation of work, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.

2. Scope

This policy applies to those who work for EET Group whether full-time or part-time, permanent or temporary or as a self-employed contractor, agency worker or volunteer.

Discrimination

Discrimination is classed as unequal or differential treatment which leads to one person being treated more or less favourably than others in the same or similar circumstances on the grounds of their Protected Characteristics as defined by the Equality Act 2010.

These protected characteristics are:

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- race,
- sex,
- pregnancy and maternity/paternity,
- marital or civil partnership status,
- gender reassignment,
- disability,
- religion or beliefs,
- age
- sexual orientation.

Discrimination may be direct or indirect and includes discrimination by perception and association.

- Direct Discrimination - This occurs when a person, practice or policy intentionally treats a person less favourably than another on the grounds of their Protected Characteristics.
- Indirect discrimination - This occurs where a provision, criterion or practice is applied which puts a person or persons with a Protected Characteristic at a particular disadvantage when compared with others and which EET Group cannot show is a proportionate means of achieving a legitimate aim. For example holding a team meeting in a pub which might exclude some people from attending.
 - By Association - This is where a person is treated less favourably due to the protected characteristic of someone they are associated with. For example not giving a promotion to a parent of a disabled child who you think might not have time to take on additional responsibility.

3. Positive action in recruitment

‘Positive action’ means the steps that EET Group can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within the organisation.

If EET Group chooses to utilise positive action in recruitment, this will not be used to treat people with a Protected Characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

4. Promoting good practice

EET Group will take active steps to promote good practice and in particular it will seek to:

- Promote equality of opportunity;
- Promote good relations between people of different groups;

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- Have due regard to the need to eliminate discrimination on all grounds set out in the equal opportunities statement;
- Ensure fair treatment in the way EET Group provides or procures services;
- Promote an inclusive culture through the development of best practice, policies, and training;
- Ensure that all employees are trained and graded on the basis of their abilities and the requirements of the job and are employed and retained in a non-discriminatory manner;
- Ensure fair treatment for all employees;
- Ensure fair treatment for individuals seeking redress through EET Group’s grievance procedure;
- Offer employees opportunities to develop knowledge, skills and approaches to meet their professional responsibilities; and
- Take positive action wherever reasonable and practicable to support this policy and its aims.

5. Employee and management responsibility

All employees and contractors must at all times:

- Challenge unacceptable behaviours and create a climate where complaints can be raised without the fear of reprisal.
- Take firm action where unfairness or inconsistency exists.
- Encourage and support diversity within their teams.
- Demonstrate and promote considerate and fair behaviour.
- Treat staff with dignity and respect and recognise and value individual skills and contributions.
- Demonstrate through words and actions that diversity is an integral part of meeting the business priorities;
- Create an environment in which staff are able and enabled to identify and share good practice, celebrate success and encourage positive attitudes towards diversity; and
- Demonstrate commitment to diversity and actively apply principles of equality to everything they do.
- Demonstrate commitment to the organisation’s values.

Any and all breaches of this policy will be managed in accordance with the organisation’s Disciplinary procedure and could lead to action resulting in dismissal.

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