



# **Equality & Diversity Policy**

**April 2019**

## Version Control

Date	Section(s) amended	Brief description	Author
01/09/16		Policy Created	HR
04/01/18		Policy Reviewed	Kay Hedges
05/04/19	Section 2	Policy Reviewed & Updated	Angela McKenna

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## 1. Scope

This policy applies to all colleagues and is non-contractual and without prejudice to your statutory rights.

## 2. Policy Statement

The Company is committed to providing a working environment in which everyone feels valued, respected and able to contribute to the success of the business and that an individual's own diversity is viewed positively, recognising that everyone is different, valuing equally the unique contribution that each colleague brings in terms of experience, knowledge and skills.

The Company is an equal opportunities employer and no colleague, job applicant, learner or client will receive less favourable treatment on the grounds of:

- Religion or belief;
- Race
- Sex;
- Sexual orientation;
- Gender reassignment
- Marriage and civil partnership;
- Pregnancy and maternity;
- Age;
- Disability;
- Or for any other reason not covered in the above list

Remit also recognise it is unlawful to discriminate because a person is a member or non-member of a trade union or because s/he is a part-time worker or on a fixed-term contract.

This policy will be applied in context of all conditions of work, including recruitment and selection, employment, pay and benefits, facilities, promotions and training. No form of discrimination, victimisation bullying or harassment will be tolerated. Further specific information on bullying, harassment and victimisation can be found within the Company's 'Bullying & Harassment Policy'.

The core of Remit's business is managing and delivering apprenticeships and other training programmes to a wide range of learners and employers. All Remit colleagues have a responsibility to ensure that the principles set out in the Equality and Diversity Policy are the basis upon which we work to ensure that all learners are sustained in working environments where they are valued, respected and able to contribute to the success of their respective businesses.

### 3. Principles

This policy is built on current guidance around equality and diversity, codes of practice and in line with appropriate legislation and best practice in the areas of equality and diversity.

### 4. Responsibility

- All colleagues are responsible for their own behaviour, in particular, familiarising themselves with this policy.
- All colleagues are required to embrace diversity and promote equality, fairness, respect and dignity for all colleagues, employers and learners.
- Colleagues should also ensure that they help and support each other at work to avoid acts of discrimination, victimisation, bullying or harassment and therefore comply with the guidelines laid out in this policy.
- Everyone has a duty to report any instances of disrespectful behaviour, disparaging remarks, discrimination, bullying or harassment or any other treatment that could be deemed as less favourable or undermining.
- All learner-facing colleagues will develop learner awareness and understanding of the principles of equality and diversity during learner visits, reviews and training sessions.
- All Line Managers and the HR Department are responsible for monitoring the application of this policy in the workplace in relation to applicants and colleagues. This policy will be regularly reviewed and updated by the designated Equality and Diversity lead person.
- All Line Managers are responsible for operating within and maintaining these guidelines within their department and it is the responsibility of Line Management to promote an equal work environment for all by:
  - Complying with the Company's *'Equality and Diversity Policy'* in respect of the treatment of their colleagues;
  - Monitoring learner-facing colleagues' experiences with external partners and employers to ensure the equality of opportunity for all learners
  - Ensuring all colleagues in their team or department are aware of the Company's policy on equality of opportunity;
  - Taking appropriate action when discrimination, victimisation, harassment or bullying occurs; and
  - Liaising at all times with Human Resources or the Equality and Diversity Lead when an incident occurs.

## 5. The Benefits

Equality of opportunity and ensuring a diverse workforce and learner base is important not just because of the legal implications but because it is of enormous benefit to us as a Company, and to society as a whole, as talent and potential are distributed across the population.

The benefits include:

- ensuring our workforce really does represent the community we serve,
- being able to attract and keep the very best colleagues,
- giving our company the edge over other employers in an increasingly diverse and competitive labour market,
- improving colleague's morale and productivity,
- avoiding losing good colleagues,
- avoiding under-using and under-valuing able colleagues,
- managing all colleagues better,
- developing the provision of opportunity in a diverse range of roles
- helping to develop good practice.

## 6. Policies

All colleagues are instructed that:

- There should be no discrimination on account of disability, ethnicity, religion or belief, gender reassignment, marital status, sexual orientation, pregnancy/maternity, gender or age or any other grounds and that no one should be treated less favourably than another, irrespective of status.
- The Company will appoint, train, develop and promote on the basis of merit and ability.
- All colleagues have personal responsibility for the practical application of the Equality and Diversity Policy and for reporting any breaches in line with this policy.
- All learner-facing colleagues have responsibility to expand learners' understanding of this topic to prepare them for future life
- The Company's Grievance Procedure is available to any colleague who believes that he or she may have been unfairly discriminated against, or experienced victimisation, bullying or harassment.
- Disciplinary action will be taken against any colleague who is found to have committed an act of discrimination, victimisation, bullying or harassment.

- In the case of any doubt or concern about the application of the policy, in any particular instance, the colleague should consult the designated Equality and Diversity Lead person or Human Resources.

## 6.1. Recruitment and Selection

The Company has implemented recruitment and selection procedures which are fair and equitable to provide equality of opportunity for all. The Company recognises the benefits of recruiting from a wide pool of candidates, and recruitment campaigns will be designed to reach all sectors and encourage applications from suitable applicants where possible.

The Company will ensure that:

- All recruitment literature will not show preference to one group of applicants unless there is a requirement for a genuine occupational qualification;
- All applicants are given equal consideration;
- Job specifications will not have bias to any group of applicants; and
- Interviews will be conducted fairly. All questions will be strictly relevant to the job and assumptions will not be made about the individuals' personal life.

The Company will also ensure that for learners and employers:

- All recruitment literature will not show preference to one group of applicants and will avoid stereotypical imagery and wording
- All apprenticeship and learning opportunities are promoted to all applicants equally irrespective of their status
- Where required, positive action will be used to encourage underrepresented groups into clearly identified sectors – for example female learners in automotive technical trades
- Where achievement gaps are identified between specific groups of learners, action is quickly taken to ensure suitable support is in place to ensure all learners have parity of opportunity to succeed.

## 6.2. Workplace Harassment

Workplace harassment is regarded as any conduct which is unwanted by the recipient irrespective of any personal characteristic. It refers to behaviour that is unsolicited, unwanted and fails to respect the individual. It may be persistent or an isolated incident and may be directed towards one or more individuals. Whatever its origin, harassment is inappropriate behaviour, which can result in the individual feeling threatened, humiliated, patronised or disadvantaged. Harassment may be intentional or non-intentional by the perpetrator, but harassment is determined by the perceptions and feelings of the individual the behaviour is directed at.

If a colleague believes that they have been subject to harassment, they should refer to the Company's 'Bullying & Harassment Policy' and Company's 'Grievance Policy' to raise the issue.

In the event that a colleague is made aware of any instance of learner harassment this should be reported immediately to the designated Equality and Diversity Lead person and their Line Manager. If the learner is distressed or under any form of threat this should be reported, without delay, following the Safeguarding process as set out in the Safeguarding Procedure.

### 6.3. Pay and Benefits

The Company will operate job evaluations and use salary banding structures to support its 'Equality and Diversity Policy'.

Line Managers and Human Resources are responsible for seeing that these tools are used appropriately, so that the real demands of the job and the actual value of the contribution of the colleague are rewarded fairly.

### 6.4. Promotion

All colleagues will be selected for roles and/or promoted on the basis of their experience and their ability to successfully perform the role.

### 6.5. Training and Development

It is the policy of the Company not to discriminate in the provision of training courses. Appropriate training will be given to enable all colleagues to perform their jobs effectively and to the required standards.

The Company will ensure:

- Managers involved in recruitment and selection will receive training in respect of the Company's '*Equality and Diversity Policy*';
- All colleagues are made aware of the Company's '*Equality and Diversity policy*' and during their induction;
- All colleagues will have the opportunity for career development; and
- Appropriate training will be given to all colleagues to enable them to perform their jobs to the required standards.

### 6.6. Disciplinary and Grievance

In the event of disciplinary and grievance procedures being invoked, fair and equitable treatment will be applied for all colleagues.

### 6.7. Redundancy

No colleague will be treated more or less favourably in a redundancy situation, regardless of whether it is compulsory or voluntary.

## 6.8. Third Parties

Where a Company colleague is discriminated, victimised, bullied or harassed by third parties such as clients or customers and this is related to a protected characteristic, the colleague concerned should inform their manager/supervisor at once.

The Company will not tolerate such actions against its colleagues and will conduct a full investigation and take all reasonable steps to ensure this does not happen again.

## 7. Complaints Procedure

Please refer to the Company's 'Grievance Policy' and 'Bullying and Harassment Policy'.