

## Policy – Equality and Diversity Policy



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## Policy – Equality and Diversity Policy

### Equality and Diversity

The B2W Group is committed to supporting, developing and promoting equality and diversity in all of its practices and activities and aims to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect.

The company will support and develop the staff and its learners through providing all with access to facilities, personal and career development opportunities, employment and learning on the basis of equality. The company is committed to eliminating discrimination, supporting safeguarding, preventing radicalisation and advancing equality on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation and to fostering good relations between different groups.

This commitment supports the organisational principles of the company and upholds the ethos of establishing a culture based on dignity, courtesy and respect.

This policy builds upon the foundation of equality legislation and anti-discrimination guidance and strives, not only to comply with legal requirements, but to use these to ensure that The B2W Group endeavours to exemplify best practice.

In developing and implementing its policy on the avoidance of discrimination and the promotion of equality and diversity, the company is committed to complying with all current and any future anti-discrimination legislation and associated codes of practice including, but not limited to the:

- Equality Act 2010
- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Employment Rights Act 1996
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Commission for Racial Equality code of practice for the elimination of racial discrimination and the promotion of equality of opportunity in employment (1983)
- Equal Opportunities Commission code of practice on sex discrimination; equal opportunities policies, procedures and practices in employment (1985)
- Equal Opportunities Commission code of practice on equal pay (2003)
- Disability Discrimination Act 1995 codes of practice in relation to rights of access to facilities, services and premises in employment;

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- European Community code of practice on the protection of the dignity of men and women at work .

The B2W Group values diversity and recognises that the company is greatly enhanced by the disparate range of backgrounds, experiences, views, beliefs and cultures represented within its staff and learner populations. The company aims to embrace diversity in all of its activities and proudly acknowledges that variety and difference are intrinsic to the wellbeing and future development of the business.

The Equality and Diversity policy underpins the Mission of The B2W Group and is integral to the success of the organisation.

This is an over-arching policy designed to outline the fundamental principles of company's commitment to equality and diversity and will be supported by specific action plans.

The policy applies to all learners and applicants, to all applicants for posts with the company, to all staff employed on a full time or part-time basis, to all staff on permanent or temporary contracts, to agency staff, to honorary title/contract holders and visitors undertaking duties in

The name of the company and to sub-contractors undertaking work on the company premises..

### Legislative Background

#### Under Equality legislation it is unlawful to:

- Discriminate directly against anyone and treat him/her less favourably than others on the grounds of the protected characteristics of: age (unless this can be justified as a proportionate means of achieving a legitimate aim), disability, gender reassignment, marriage and civil partnership, race, religion and belief (including lack of belief), sex and sexual orientation. This also includes discrimination based on perception of the person e.g. a belief that someone is gay or a belief that someone is disabled even if this is not actually true.
- Discriminate against someone for reasons relating to their association with a person on the grounds of the protected characteristics of race, sexual orientation, religion or belief, age, disability, gender reassignment, sex and e.g. discriminating against an employee/learner because they have a disabled dependant.
- Discriminate indirectly against anyone by applying a criterion, provision or practice which disadvantages people with a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, race, religion and belief (including lack

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of belief), sex and sexual orientation) unless the person applying the provision can justify it as a proportionate means of achieving a legitimate aim.

- Subject someone to harassment for reasons relating to age, disability, gender reassignment, race, religion and belief (including lack of belief), sex and sexual orientation. This includes behaviour that an individual finds offensive on these grounds even if the behaviour is not directed at the individual. It also includes failure of an employer to take reasonable steps to protect an employee from persistent (3 occasions or more) third party harassment.
- Victimise someone because s/he has made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination in line with the Equality Act.

### Objectives

The aim of this policy is to ensure that in carrying out its activities the Company will have due regard to:

- Eliminating unlawful discrimination, harassment and victimisation
- Advancing equality of opportunity, across all the activities of the university between different groups

### Fostering good relations between people of a diverse background

#### in the implementation of this policy B2W will aim:

- To develop and promote a culture of equality and diversity throughout the institution
- To develop and promote a culture of dignity, courtesy and respect
- To support all staff and learners, including provision of relevant support relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation.
- To work to prevent all forms of unlawful discrimination
- To deal with all forms of discrimination consistently and effectively
- To ensure that the Equality and Diversity policy influences and informs the culture of the company

### Definitions

Equal opportunities refers to the elimination of unlawful and unfair direct and indirect discrimination of particular groups and promoting equal access, treatment and outcomes that take into account specific needs of individuals.



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Diversity encompasses visible and non-visible individual differences that includes, but is not limited to, differences protected by anti-discrimination legislation. Appreciating diversity is about valuing differences and recognising that everyone through their unique mixture of skills and experience has their own valuable contribution to make.

It is the aim of company that individuals and groups within the business are not only treated on the basis of equality, but that their diverse contributions to the social and cultural life of the company are recognised and developed.

### Roles and Responsibilities

It is incumbent upon all members of The B2W Group to behave with dignity, courtesy and respect and to act in a manner that does not unlawfully discriminate at all times.

### Role of Staff

- Actively to encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy
- To support the aims of this policy
- To undertake appropriate equality and diversity training Role of Learners
- Actively to encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy
- To support the aims of this policy
- To be aware of equality and diversity issues Role of Human Resources
- To provide appropriate equality and diversity awareness and training for all staff
- To support department heads in implementing this policy  
To ensure that recruitment advertising, selection and appointment procedures, performance management processes and disciplinary grievance processes are fair and transparent and are consistently applied
- To monitor employment equality data and to publish the findings of monitoring activity, as appropriate
- To ensure that all members of staff within the company receive the appropriate equality and diversity training
- To investigate all matters of alleged discrimination, harassment and inappropriate behaviour promptly and thoroughly
- To ensure that selection and appointment procedures, performance management processes, staff development opportunities and disciplinary and grievance processes are fairly and consistently applied to all staff
- To treat all applications for flexible practices on a fair and equitable basis and to provide reasonable and objective reasons when such requests must be refused
- To ensure that selection and acceptance procedures, assessment processes, career development opportunities and disciplinary and complaints procedures are fairly and consistently applied to all learners within the company
- To ensure that equality and diversity issues are considered as part of planning processes

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### Role of the Managing Director

- To provide leadership in the operation and implementation of the Equality and Diversity policy
- To be accountable for the actions of company in relation to this policy
- To encourage, foster and promote a culture of equality and diversity in the institution
- To ensure consistency of this policy with other policies and initiatives, making recommendations and providing advice on implementation of the policy

### Application of the Policy: Staff Recruitment and Selection:

- Recruitment advertising will encourage applications from all sectors of the community reflecting the company's commitment to equality and diversity
- Recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates (subject to budget considerations)
- Job descriptions, person specifications and recruitment advertisements will be written on the basis of the essential and justifiable requirements of the position
- Short listing, appointment and rejection decisions will be transparent and justifiable and will be supported by written comments
- All grading and promotions criteria and procedures will be free from prejudice and must be applied equitably and consistently

### Staff Development:

- All staff will have equal access to induction, personal and career development opportunities and facilities.

### Performance Management:

- Probation and appraisal procedures will be clear and transparent and will be applied fairly across all staff

### Discipline and Grievance:

- Disciplinary and grievance procedures will be applied fairly and transparently for all staff
- Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff

### Applications of the Policy: Learners

Recruitment, Selection and Admission:



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- All information contained in course guides, websites and other material used in the recruitment of learners should promote equality of opportunity and make reference to this policy
- All staff involved in the recruitment, selection and admission of learners will have an awareness of equality and diversity Assessment:
- There will be clear, consistent and transparent criteria for learner assessments and all assessments will take place on an equal opportunities basis Discipline and Learner Complaints:
- Discipline and learner complaints procedures will be applied fairly and transparently for all learners;
- Allegations of harassment or discrimination will be dealt with under the learner/ staff disciplinary policies.
- Equality and diversity awareness raising and training will be mandatory for all staff. Information will be provided to all learners to raise awareness of equality and diversity and the contents of this policy at induction stage.

### Analysis and Performance Management

At regular intervals we measure our success in E&D by the following:

- At all programme reviews we analyse learner data to measure that no gaps exist in performance and retention of different groups of different groups at stages throughout the learner journey. Where gaps are identified, we will implement specific programme action plans monitored by SMT to address additional support for specific cohorts.
- We will analyse our learner demographic in comparison to local demographic data to ensure our recruitment is representative of the local areas where we operate. When there is an imbalance we will look at issuing targeted recruitment drives for priority cohorts.
- E&D responses are extracted from Learner and Employer Voice and analysed separately. Where negative trend and areas for improvement are identified, targeted action will be put in place by SMT.