

TITLE: EQUALITY DIVERSITY & INCLUSION POLICY

Authorised by:

RM Prince

Chief Executive

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1. Contents

SETA seeks to achieve an environment in which all are treated equally and in which discrimination is not tolerated. SETA is committed to promoting equality of opportunity regardless of disability, race, religion or belief, gender; sexual orientation, age or any other criteria which is irrelevant to a persons learning or employment at SETA. Through its policies and procedures SETA will promote inclusion, challenge discrimination and value and celebrate the diversity of its staff, learners and visitors.

We will treat all current and potential employees, learners, trainees, contractors and visitors with respect and dignity and establish a culture where diversity is valued. We aim to establish a constructive and positive working and learning environment, free from harassment, discrimination and victimisation. We will celebrate and value diversity in human experience and circumstances.

Age

People of all ages should benefit from SETA life and we are committed to the provision of a variety of strategies and practices that cater for all ages and take into account individual circumstances and needs.

SETA is committed to challenging stereotyping and marginalisation based on age. We recognise that people of all ages can make a positive contribution to SETA based on their own experiences and skills. We will provide work, education and training opportunities for people regardless of age, ensuring that SETA literature reflects positive images of people of all ages and courses provide the opportunity for every learner to reach their full potential

Convictions

SETA complies with The Rehabilitation of Offenders Act 1974 in respect of employment and learner admissions and seeks to ensure that, where appropriate, unrelated criminal convictions do not interfere with individuals' life

at SETA. However certain courses of study are exempt from the Act and learners will be provided with the appropriate guidance accordingly.

When employing staff SETA will endeavour not to discriminate. However some convictions will be relevant when making appointments.

Disability

SETA is committed to promoting access to people with disabilities. A further commitment is to work towards supporting and enabling learners and staff with physical disabilities, sensory impairments, specific learning difficulties, special psychological needs and medical conditions which may have an impact on day-to-day activities, to take part in all aspects of SETA's learning, working and social programmes.

Gender

SETA is committed to ensuring that both female and male staff and learners are given equal access to all areas of SETA; appropriate non-sexist language is used and stereotypical views are challenged. SETA will not enquire about a person's marital status.

Gender Reassignment

SETA is committed to upholding equal rights of trans-gendered people and will support a member of the SETA who intends to, is undergoing or has undergone gender re-assignment.

Pregnancy and Maternity

SETA aims to create an environment in which all pregnant staff and students feel equally welcomed and valued, and in which negative behaviour is not tolerated. This should also encompass those about to take, on or returning from maternity leave.

Marriage and Civil Partnership

Marriage and Civil Partnership is highlighted as an employment only characteristic as per the Equality Act 2010, and so only affects staff working at the SETA. However, SETA values all of its staff regardless of their marital/civil partnership status.

SETA aims to create an environment in which all married and civil partnered staff feel equally welcomed and valued, and in which negative behaviour is not tolerated.

Race

SETA values cultural diversity and aims to recognise and counter racism and cultural stereotyping in all its forms. In the light of the Macpherson Report SETA recognises that institutional racism can affect the quality of the lives of learners, staff, contractors and visitors. SETA undertakes to examine its structures to ensure that they are offering equality of opportunity to all staff and learners whatever their ethnic origin or heritage. We will encourage an ethos of understanding and respect for all cultures. SETA has a separate Race Equality Policy.

Religion and Belief

SETA respects the right of individuals to hold their own religious and philosophical beliefs. Individuals are expected to respect the views and beliefs of others. The expression of intolerant beliefs and opinions that infringe the rights of others is not acceptable.

Sexual Orientation

SETA is committed to welcoming individuals of all sexual orientations, both employees and learners. SETA will respond sensitively and supportively whenever individuals raise the issue of their sexuality. SETA will be pro-active in promoting a safe and positive environment where lesbian, gay, bisexual and trans-gendered individuals feel able to choose whether or not to be open about their sexuality and know that their choice will be respected.

Trade Unions

SETA will not discriminate against learners or staff who belong or do not belong to a trade union and we will adhere to the concept of anti-discriminatory and anti-oppressive freedom of speech.

2. Context

This procedure has been written to ensure members of staff, learners, contractors, visitors and customers are aware of the duties placed upon SETA by Equality legislation and regulations. It is a comprehensive policy to explain the background, law, and our intentions together with our commitment to equality and diversity.

This policy will apply to all current and potential employees, learners, trainees, contractors and visitors to SETA. Contractors are required to indicate that they subscribe to this policy or have to produce an equivalent policy of their own.

SETA makes it a condition of service and admission that employees and learners follow this policy and any breach may be investigated under the Staff or Learner Disciplinary Procedures as appropriate.

3. Procedure

3.1 This procedure is implemented in the context of the following legislation:

Equality Act 2015
Equal Pay Act 2006
Health & Safety at Work Act 1974
The Rehabilitation of Offenders Act 1974 (Amendment 2020)
Employment Rights Act 1996
Human Rights Act 1998
Employment Act 2002
The Children's Act 1989/2004
Keeping Children Safe in Education 2021

Related information is contained in SETA's:
Discipline and Grievance Procedures
Staff & Learner Discipline and Grievance Procedures
Race Equality Policy and Procedure
Child Protection Policy
Disability Policy
Learner Handbook
Staff Handbook

3.2 Implementation of Policy

SETA will ensure that:

- Board of Directors, staff and learners are aware of SETA's Equality and Diversity and related policies and how these will be implemented. SETA will also provide training and support to enable staff and learners to apply the policies and act within the law.

- Staff and learners are aware of the value placed upon equal opportunities and that action will be taken in the event of any breach of the policies.
- Board of Directors and staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities.
- All policies and procedures are non-discriminatory and anti oppressive and that monitoring and positive action processes are regularly reviewed.

3.3 Monitoring our Progress

SETA will monitor and review on an annual basis the progress that has been made towards achieving its targets using the equality and diversity action plan. Results from monitoring shall be published and made available to staff and learners.

3.4 Positive Action

In certain circumstances the law allows Positive Action as a way of overcoming inequality. Positive Action allows SETA to:

- Provide facilities and services, in training/education and welfare to meet the special needs of people from particular equality groups.
- Target education and training at particular equality target groups that are under represented in a particular area of work or study.
- Encourage applications from particular equality target groups that are under represented in particular work areas.

Positive action strategies are intended to be temporary measures only. They must be kept under regular review and cannot be used once the under representation no longer exists. SETA will ensure that when using positive action as a strategy it falls within the law.

3.5 Breaches of the Policy and Complaints

- Acts of discrimination, harassment, abuse or victimisation will be treated as a serious disciplinary offence.

- Disciplinary action could include dismissal in the case of staff and expulsion in the case of learners.
- Staff and learners who feel they are being discriminated against should seek resolution through SETA's policies and Procedures.
- Staff or learners who feel that they have experienced discrimination will receive support from SETA will take appropriate action.
- Prospective learners who consider that they have been unfairly treated with respect to their application or are dissatisfied with some aspect of the recruitment and selection procedure should write giving details to the Human Resources Director Mrs Julie Burns. All complaints will be investigated and the prospective learner informed of any action taken.
- Applicants for employment who feel that they have been unfairly treated with regard to their application or are dissatisfied with some aspect of the recruitment and selection procedure should write giving details to the Human Resources Director Mrs Julie Burns. All complaints will be investigated and the applicant informed of any action taken.

3.6 Promotion and Engagement of our Policy

3.6.1 To learners, prospective learners and other members of the public

- SETA's commitment to equality will be promoted via brochures, on the website and intranet.
- A summary of the results of monitoring information will be included in the annual report where this does not contravene confidentiality.
- A summary of the policy (position statement) shall be included in learner information packs, which are given to all learners at induction.
- Summaries of the policy will be displayed in appropriate public areas around SETA.

- The induction programme for learners will include the SETA's commitment to equality and diversity, outlining any action to be taken by learners who experience discrimination and the actions taken against the perpetrators of discrimination.
- All learners undertake periodic on-line courses for Equality, Diversity & Inclusion. This is reinforced via on-line training throughout the apprenticeship
- Tutors will all reinforce this information during tutorials and/or placement visits.
- If the policy requires amendment, this will be communicated to all employers via email and the OneFile e-portfolio system.

3.6.2 To Staff

- A copy of the policy will be included on the staff intranet.
- The staff induction will include an overview of SETA's commitment to equality. It will also outline procedures with regard to reporting cases of discrimination and the actions taken against perpetrators.
- If the policy requires amendment, this will be communicated to all staff via email.
- Equality, Diversity and Inclusion is an agenda item for all meetings within SETA.

3.6.3 Employers

- SETA's commitment to equality will be promoted via brochures, on the website and intranet.
- All employers will receive a summary of the policy and will signify their understanding and agreement to these responsibilities via the Commitment Statement. Staff visiting learners on placement in companies will reinforce via the review system.
- If the policy requires amendment, this will be communicated to all employers via email and the OneFile e-portfolio system.

3.7 Review and Consultation

The Operations Board will review this policy on an annual basis. As part of the review the Committee will seek to take into account the views of stakeholders including learners and staff and the local community.

4. Roles and Responsibilities

4.1 Board of Directors are responsible for:

- Having ultimate responsibility to ensure that the SETA complies with Equality legislation and the codes of practice supporting it.
- Ensuring that the Equality and Diversity policy is followed and this will be achieved through the consideration of an annual report.
- Ensuring that the memberships reflect the diversity of the communities served by the SETA.
- Ensuring that the SETA's strategic plan includes a commitment to equality.
- Ensuring that equality training is part of SETA's strategic plan.
- Being aware of SETA's statutory duties in relation to equality legislation as an employer and service provider.
- Receiving and responding to the monitoring information on equality target groups

4.2 The Operations Board is responsible for:

- Overseeing the continuing application and development of the Equality and Diversity Policy.
- Preparing, monitoring and reviewing the Equality and Diversity policy.
- Reporting annually to the Board of Directors on Equality issues.
- Advising on the formulation of policies, procedures and resources.

4.3 The Chief Executive is responsible for:

- Giving a consistent high profile lead on equality issues and promoting equality both internally and externally.
- Working with the Operations Board to ensure that the Equality and Diversity Policy and Action Plan are implemented effectively.
- Ensuring that appropriate action is taken against individuals on SETA premises and working on behalf of SETA who do not act in accordance with the policy.

4.4 Managers are responsible for ensuring that:

- They take the lead in creating a positive, inclusive ethos that challenges inappropriate language and behaviour.
- They are aware of SETA's statutory duties in relation to equality legislation.
- All aspects of SETA policy, procedures and activities are sensitive to matters of equality.
- Equality and Diversity monitoring data from equality target groups is collected and analysed.
- Targets on recruitment retention and achievement of learners are set based on the analysis of monitoring data.
- Teaching observation reports include criteria on equality and diversity issues.
- Internal verification procedures include scrutiny of equality and diversity issues.
- Courses assess performance in relation to equality issues and action taken if appropriate.
- The procedures for recruitment and promotion of staff model best practice in equality.
- SETA's publicity materials present appropriate and positive messages about all groups of learners.

- Learner induction programmes and tutorials reflect SETA's commitment to promote equality.
- Appropriate training and development is provided for both staff and learners to support the appreciation and understanding of diversity.

4.5 All staff are responsible for ensuring that:

- They are aware of the SETA's statutory duties in relation to equality legislation.
- Schemes of work, coaching plans, lesson content and teaching resources demonstrate sensitivity to issues of diversity and British values.
- They challenge discrimination and inappropriate language and behaviour by staff, learners, placement providers other members of staff and users of our services.
- SETA aims to increase the number of females and ethnic minorities into engineering. Staff are encouraged to provide assistance and encouragement for interested learners to take part in taster 'engineering training' days and block weeks.

4.6 All learners are responsible for ensuring that:

- They create and maintain an environment where harassment and discrimination are considered unacceptable.
- They support and comply with the aims of the Equality and Diversity Policy and procedures.
- They understand that the consequence of contravening equality legislation and SETA's Policies.

4.7 Partners, Contractors and Service Providers

- All partners, contractors and service providers will be responsible for adhering to any equality guidelines in agreements or contracts.
- SETA is committed to ensuring that those organisations with which it works and employs will demonstrate their commitment to equality and diversity and have policies and procedures in place to achieve this.

5. Location and Access to the policy

This document will be held on SETA's intranet and on SETA's website www.setatraining.com the document will be made available on request to external parties as required and may be converted to other formats if appropriate (Braille, Large Print, Other Languages etc)