



## **Stanfords Training Equality and Diversity Policy Statement**

Stanfords training is committed to treating everyone fairly. We respect and value the diversity of our learners, clients, employees, suppliers, partners, employers and all other people we work with. We strive to create a positive working environment to support learning and improve employment opportunities where everyone is treated with dignity and respect. We will challenge any instance of inequality and will anticipate and respond positively to different needs and circumstances so that everyone can achieve their full potential.

**Scope and Purpose** - This policy applies to:

actual and prospective learners ('learner' is used as a common term to also denote client and customer where appropriate)

employees (individuals who work –or have applied to work for Stanfords training either on a permanent, temporary, contractual or voluntary basis)

employers (external partners who are in receipt of and/or providing work based Stanfords Training services)

The words 'individual(s)' and 'everyone' are used in this policy to denote all those above.

Stanfords training strives to ensure all individuals have equal opportunity to access learning and work and to realise their potential. We will not tolerate inequality or any other actions that may limit ability to participate and succeed.

We recognise and celebrate the diversity of our learners, employees and employers. We are committed to ensuring all individuals feel safe, respected and listened to regardless of their backgrounds or personal attributes. We will recognise and value individual differences and remove barriers that put people at a disadvantage.

We wholly support the requirements of the Equality Act 2010 and related duties which are consistent with our Vision and Principles. We will oppose and always challenge any direct or indirect discrimination, harassment or victimisation on the grounds of age, disability, gender reassignment, race, religion or belief, sex, childbearing or caring status, sexual orientation or marital or civil partnership status. The purpose of this policy is to describe how we will put our Vision and Principles into practice and fulfil our statutory duties to promote equality, value diversity and eliminate discrimination so that all learners, employees, and employers realise their potential.

Where learners are learning or training in subcontracted suppliers, the 'local' (supplier's own) learner equality and diversity policy and arrangements will be applied and enforced first but where these do not exist or are incomplete, this policy will be applied.

### **Equality of opportunity and outcome in learning / employment**

#### **Access to learning and equipment**

We will strive to ensure that learning and recruitment opportunities are available to all. No individual will be excluded on the grounds of their age, disability, gender reassignment, race, religion or belief, sex, childbearing or caring status, sexual orientation or marital or civil partnership status.

We will record and monitor individual participation/application and withdrawal/rejection of learning/recruitment opportunities to ensure equality of opportunity and fair representation.

Additionally:

**For learners:** We will support all learners as far as reasonably possible (but subject to funding and health and safety requirements) to pursue the learning programme of their choice and make all



reasonable efforts to ensure physical access to the learning/workplace environment. In circumstances where this is not possible, we will identify alternative options/provision.

For employees: Wherever possible, all recruitment opportunities will be advertised simultaneously internally and externally and will include an appropriate short statement on equality of opportunity. Selection criteria (role profile) will be kept under constant review to ensure that they are justifiable and non-discriminatory.

Wherever practicable, more than one person will be involved in the short listing and interviewing process. All applicants and current employees invited to participate in a selection process will be asked if any assistance / adjustment is required to enable them to fully participate. All employees who are involved in the recruitment, selection or promotion process will receive training and support in non-discriminatory recruitment and selection techniques.

In accordance with the Stanfords training's commitment to the Mindful Employer's and Disability Confident schemes, a job interview is guaranteed to all applicants with a disability who meet the minimum criteria for a job vacancy.

We will provide access to appropriate training and development to allow employees to carry out their roles. Each training and development need will be treated on its individual merits and in accordance with the needs of the business.

**For employers:** We will provide Stanfords training services only to employers who support our commitment to equality and diversity and comply with related requirements. We expect employers to ensure fair access to Aspire programmes and work-based opportunities and to strive to monitor staff participation and performance.

#### **Disclosure and additional support provisions**

Before starting and during learning/employment, individuals will be given opportunity (in confidence) to disclose any disability or learning difficulty they may have. This is to ensure we put in place additional or alternative support or adapted working practices where reasonably practical and possible. We will explain why this information is being sought and how it will be used. We will ask individuals to let us know of any personal commitments or barriers which can affect their commitment or time in learning or employment and offer help/alternative ways of working to minimise their impact.

#### **Additionally:**

**For learners:** Where a learner discloses a disability or learning difficulty, we will identify what additional or alternative support provisions need to be put in place in discussion with them.

We will endeavour to secure and provide any additional support for the duration of the learner's learning programme where reasonably practical and possible and in full, agreed disclosure by the learner. Support could be in the form of additional/alternative assistance, provision of a specialist service, involvement of personal carers/support workers, provision of alternative or adaptive equipment or learning environment etc.

Where it is not reasonably possible to provide required and sufficient (specialist) support to enable a learner to achieve with Aspire, we will contact the learner's referral agency and/or signpost to more suitable provision. Where barriers to learning cannot be minimised to such an extent to make learning with Aspire viable, we will refer the learner to their referral agency and/or signpost them to alternative provision.

We will explain where learners are eligible for government funding to enrol and receive additional or alternative support on learning programmes.

All learners will have their learning and access needs assessed to identify suitable learning

programmes that are relevant to their development objectives and goals.

For employees: Where an employee declares a disability, reasonable steps will be taken to accommodate this by making reasonable adjustments. Stanfords training may consider redeployment and appropriate re-training to enable the employee to remain in employment where possible.

**For employers:** We will, where appropriate and with the learner's permission, share information on any disability, learning difficulty and/or barriers to learning and where appropriate require support/provision from the employer to accommodate these in the learner's learning and employment.

### **Induction and equality training**

All individuals will receive an induction into their learning/employment and working environment. We will make everyone aware of our commitment to equality and diversity, arrangements in place to ensure all people are treated fairly and equally, standards of behaviour and how to make us aware of any dissatisfaction or concern.

### **Additionally:**

For learners: During learning, we will remind learners of arrangements in place to ensure equality of opportunity and to promote diversity, give regular opportunity to disclose any disability or learning difficulty or adjust additional support provisions and support them to develop their awareness of equality, diversity and inclusivity.

For employees: All new employees are required to complete mandatory equality and diversity e-learning modules. All staff will be required to refresh their knowledge by completing the e-learning modules annually and familiarising themselves with any supportive equality guidance.

For employers: We expect employers to provide staff induction, training and information on equality and diversity arrangements in place within their organisation and what to do should a staff member wishes to make a complaint.

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Signed

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