

EQUALITY, DIVERSITY & INCLUSION (EDI) POLICY

Issue	Date	Sections Affected	Description of Change / Change Request Reference / Remarks	Amended & reviewed by
11	01/05/24	N/A	Reviewed	CC

Scope of the Policy

This policy is provided for Training Works customers, learners and staff members who are using or delivering courses and qualifications offered by Training Works. This policy is also used to inform and provide structure and guidance for the recruitment of employees and learners and the day-to-day running of the Company.

Review arrangements

Training Works will review this policy annually in line with self-assessment arrangements. This policy will also be revised as and when necessary, in response to customer and learner feedback or good practice guidance issued by an awarding organisation or other regulatory body.

Location of the Policy

This policy is available for all staff members, third parties and learners to access via the Company website, Learner / Employer Handbooks, and the Company Policies & Procedures File (located in Head Office and electronically on TW Shared Drive).

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Communication & Promotion of the Policy

Every staff member involved in the management, delivery, assessment, and quality assurance of qualifications offered by Training Works, shall be made aware of this policy during their induction period of employment.

This policy is also relevant to all activities undertaken by Training Works in the day to day running of the Company e.g., recruitment of employees.

All staff must read and understand the EDI Policy during Induction. The policy is also available to all staff, learners & employers via the Company website. Confirmation of understanding is gained through CPD course certificate which must be achieved within 2 weeks of starting their employment with Training Works.

Learners undertaking Training Works qualifications shall be informed of this policy at the outset of their training, reiterated through issue of the policy within the Learner Handbook.

Employers are also provided with a copy of Training Works EDI policy at the outset of training, via the Employer Handbook.

Promotion & understanding of the Policy is raised with all learners & employers at monthly face to face meetings and documented in review records.

Training Works employees discuss EDI at monthly Team Meeting and report directly on the subject at quarterly Quality Reviews. Training Works has an EDI Lead who informs the team of any updates and priorities with regards to EDI.

All employees undertake EDI training at the outset of their role with Training Works and on an annual basis thereafter.

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Policy Statement & Commitment

Training Works is committed to the principles of Equality, Diversity & Inclusion. Equality of access and opportunities for all are core values of the organisation and

Training Works is committed to raising the profile of Equality, Diversity & Inclusion and to being proactive in ensuring fairness to all. The Equality Act 2010 underpins all Training Works policies.

All learners and employees of Training Works are required to follow and honour the principles of this Equality, Diversity & Inclusion Policy.

There are no circumstances in which Training Works will tolerate discrimination, harassment, bullying or victimisation from or towards any staff members, learners, or customers. This also includes cyber - harassment or cyber bullying. **Any issues must be reported to a member of the Senior Management Team.**

All employees and learners are expected to be alert to and report any instances of the issues identified below.

We achieve commitment to our EDI policy through regular dialogue on the subject with learners & employers during monthly face to face meetings. Through regular dialogue with our employees at Team Meetings & Quality Reviews. The widespread dissemination of our Policy in a variety of formats and through initial and ongoing training for all our employees.

As an employer, we remain committed to promoting Equality, Diversity, and Inclusion amongst our employees. We take steps to ensure we are a great employer that values and welcomes the different ideas, skills, behaviours, and experiences of our

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colleagues. We also aim to foster a culture that promotes wellbeing and mental health and provides support to enable all our staff to thrive. We strive to do more than just meet our statutory obligations outlined in the Equality Act 2010 through promoting equal opportunities, respecting different cultures and acknowledging the diverse experiences of individuals within the wider community in which we operate. These are further supported through our promotion of British Values.

We remain committed to building a culture where everyone feels able to talk about and access the support they need. We will continue to actively consider the impact of how we work and our working environment on our wellbeing by providing effective, timely and good quality support to colleagues who are experiencing mental health difficulties. Further information of support can be found in the Mental Health and Wellbeing Policy.

Training

All Training Works employees receive initial EDI training at the outset of their role with the Company. This is supplemented annually through CPD activity & documented on the Staff Register to verify compliance.

Observation of Teaching & Learning (OTL) activity carried out with Trainer Assessors, includes EDI criteria, identifying where needed additional support required for individual members of staff.

Annual Staff Appraisal with each employee provides an opportunity for line managers to implement, understand and comply with our EDI Policy.

Additional training courses / presentations are made available to staff throughout the year.

Terms Used within EDI Context

Equality, diversity, and inclusion (EDI) Policy V11 – May 2024

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Discrimination

Discrimination occurs when people are treated less favourably than others because of a protected characteristic they have or are thought to have. This includes discrimination on the grounds of their Age; Pregnancy & Maternity; Sex; Disability; Marriage & Civil Partnerships; Race; Religion or Belief; Gender Reassignment and Sexual Orientation.

There are four types of discrimination: Direct Discrimination, Discrimination by Association, Perception Discrimination, and Indirect discrimination.

Racial Harassment

Racial harassment is any action of a racist nature that results in people feeling threatened or compromised. It can include:

- racial name calling
- derogatory remarks
- racist graffiti or jokes
- display or circulation of racially offensive material
- physical threats, insulting behaviour or gestures
- open hostility
- exclusion from normal conversation or social events.

Sexual harassment

Sexual harassment is unwanted conduct of a sexual nature that affects the dignity of women and men at work, including physical, verbal, or nonverbal conduct. It can be in the form of:

- insensitive jokes or pranks
- lewd comments about appearance
- unnecessary bodily contact
- displays of explicit materials

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- gestures and leering
- speculation about a person's private or personal life

Bullying

Bullying is a form of harassment, whether by staff or other learners. Bullying may be verbal, non-verbal, or physical conduct that causes individuals to feel threatened, isolated, or humiliated – and may include members of a group other than those being directly targeted. Bullying can take many forms and can be difficult to detect by those not directly involved. All learners and staff members are asked to report bullying at the earliest stage, so that it can be stopped. Confidentiality will always be respected at all times.

The law recognises bullying as a serious issue and the protection from the Equality Act 2010 makes it a criminal and civil offence to cause harassment, alarm, or distress to any person.

Victimisation

Victimisation is when a person is treated less favourably in the same circumstances because that person has, in good faith, made a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so.

Prevent Duty

Section 26 of the Counterterrorism and Security Act 2015 ('CTSA Act') places a duty on Training Works, in the exercise of its functions, to have "due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent Duty.

The term "due regard" as used in the CTSA Act means that the Company should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when it considers all the other factors relevant to how it carries out its usual functions and activities.

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The Prevent Duty is part of an overall Government counter-terrorism strategy, CONTEST, with the aim of reducing the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the CTSA Act this has simply been expressed as “the need to prevent people from being drawn into terrorism.” This includes both violent and non-violent extremism which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

The Prevent strategy has three specific objectives:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it.
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- work with sectors and institutions where there are risks of radicalisation that we need to address.

Terrorist groups often draw on extremist ideology, developed by extremist organisations. Some people who join terrorist groups have previously been members of extremist organization’s and have been radicalised by them.

The Government has defined extremism as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism, calls for the death of members of our armed forces.”

The Prevent strategy deals with all forms of terrorism and with non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists then exploit. It also made clear that preventing people becoming terrorists or supporting terrorism requires challenge to extremist ideas where they are used to legitimise terrorism and are shared by terrorist groups. The strategy also means intervening to stop people moving from extremist (albeit legal) groups into terrorist-related activity.

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Training Works has implemented its Prevent-related responsibilities in a proportionate and risk-based way. All employees should demonstrate an awareness and understanding of the risk of radicalisation. The risk will vary greatly and can change rapidly; but no area, institution or body is risk free. The Prevent Duty is not about preventing individuals from having political and religious views and concerns, but about supporting our customers and learners to use those concerns or act on them in a non-extremist way.

Training Works expects that those in leadership and management positions:

- Use existing mechanisms for understanding the risk of radicalization.
- Ensure staff understand the risk and build the capabilities to deal with it.
- Communicate and promote the importance of the duty; and
- Ensure staff implement the duty effectively.

Employees have a responsibility to understand what radicalisation means and why people may be vulnerable to being drawn into terrorism because of it. All employees should demonstrate an awareness and understanding of the risk of radicalisation and must follow the 'Preventing Extremism and Anti-Radicalisation Policy' and 'Safeguarding Policy' alongside the associated reporting procedures.

All employees should be aware of the following terms and the relationship between extremism and terrorism:

- 'Having due regard' – means that we should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when we consider all the other factors relevant to how we carry out our functions.
- 'Extremism' – defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism, calls for the death of members of our armed forces, whether in this country or overseas.

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- 'Interventions' – are projects intended to divert people who are drawn into terrorist activity. Interventions can include mentoring, counselling, theological support, encouraging civic engagement, developing support networks (family and peer structures), or providing mainstream services (education, employment, health, finance, or housing).
- 'Non-violent extremism' – is extremism, as defined above, which is not accompanied by violence.
- 'Prevention' – means reducing or eliminating the risk of individuals becoming involved in terrorism. Prevent includes but is not confined to the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation.
- 'Radicalisation' – refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- 'Safeguarding' – is the process of protecting vulnerable people, whether from crime, other forms of abuse or (in this context) from being drawn into terrorist-related activity.
- 'Terrorism' – as defined by the Terrorism Act 2000, an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.
- 'Terrorist-related offences' – are those (such as murder) which are not offences in terrorist legislation, but which are judged to be committed in relation to terrorism.
- 'Vulnerability' – describes the condition of being capable of being injured; difficult to defend; open to moral or ideological attack. Within Prevent the

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word describes factors and characteristics associated with being susceptible to radicalisation.

This Policy will ensure employees know what measures are available to prevent people from becoming drawn into terrorism and how to challenge the extremist ideology that can be associated with it. In addition, employees need to understand how to obtain support for people who may be being exploited by radicalising influences.

British Values

Training Works actively promotes the fundamental British values of:

- Democracy – an understanding of how citizens can influence decision-making through the democratic process.
- The rule of law – an appreciation that living under the rule of law protects individual citizens and is essential for wellbeing and safety.
- Individual liberty – an understanding that the freedom to choose and hold other faiths and beliefs is protected in law.
- Mutual respect – an acceptance that other people having different faiths or beliefs (or having none) should be accepted and tolerated and should not be the cause of prejudicial or discriminatory behaviour.
- Tolerance of those with different faiths and beliefs – an understanding of the importance of identifying and combatting discrimination.

Actively promoting these values means challenging opinions or behaviours that are contrary to fundamental British values. Employees should not promote, or tolerate to be promoted, views or theories as fact which are contrary to established scientific or historical evidence and explanation. The aim is to improve safeguarding and standards of spiritual, moral, social, and cultural development, and to strengthen barriers to extremism.

The British Values and Prevent duty to relate to the Equality Act 2010 as we seek to:

- Eliminate unlawful discrimination, harassment, or victimisation.

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- Advance equality of opportunity between people who share a protected characteristic, and those who do not.
- Foster good relations between people who share a protected characteristic, and those who do not.

Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from abuse, harm or from being exploited.

Abuse can take several forms and can cause victims to suffer pain, fear, and distress. Adults may be too afraid or embarrassed to raise any complaints or concerns. They may be reluctant to discuss their concerns with other people or unsure who to trust with their worries. Sometimes people can be unaware they are being abused.

Training works employees have a responsibility to ensure they are familiar with this policy; adhere to the principles of this policy and report any suspicions they may have to members of the senior management team.

Training Works actively promotes equality and fairness, and values the diversity of all learners, employees, and customers.