



Equality, Diversity & Inclusion Policy

Preamble

London Electrical College is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give their best.

We aim to encourage, value and manage diversity recognising that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interests of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.

The purpose of this policy is to ensure that no unlawful direct or indirect discrimination occurs, as well as promoting equality of opportunity through good employment policies and practices in respect to all employees. Ensuring we do not discriminate on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

1. Introduction

The aim of this policy is:

- 1.1. to provide guidance to managers on issues relating to equality, diversity and inclusion and to equip both managers and staff to meet their legal obligations under the Equality Act (2010) and all other underpinning equality legislation.
- 1.2. to ensure the College is meeting its specific legal obligations under the public sector equality duty, section 149 of the [Equality Act \(2010\)](#); namely to have due regard to the need to:
 - eliminate discrimination, harassment, victimisation (see Equality Act 2010 for definitions) and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- 1.2 foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 1.3 to provide staff and students with a greater understanding of equality and diversity and the relevant legislation, processes and good practices.

- 1.4 to ensure that no existing or prospective employees, students or members of the public are subject to victimisation, discrimination, harassment or any other form of unfavourable or detrimental treatment resulting from a protected characteristic.

2. Commitment

- 2.1 LEC celebrates and values the rich diversity of all those who make up the LEC community and as such, will ensure that equality matters are actively promoted throughout all of its services and activities.
- 2.2 LEC is firmly opposed to any form of discrimination and is committed to taking positive action where necessary to redress any imbalances.
- 2.3 LEC is working towards providing a positive environment, free from discrimination, harassment or victimisation.
- 2.4 LEC will actively engage with staff, students and all stakeholders, including both student and trade unions, on key matters relating to equality, diversity and inclusion.
- 2.5 In line with its legal duties, LEC is committed to evaluate our position at the end of each academic year and sets out any improvement priorities, to help LEC achieve its policy and mission and values in the forthcoming academic year.

3. Underpinning Legislation

This list is not exhaustive but draws attention to some of the predominant equality legislation currently in effect:

- Children and Families Act 2014
- Equality Act 2010
- Work and Families Act 2006
- Gender Recognition Act 2004
- Special Educational Needs and Disability Act 2001 (SENDA)
- Human Rights Act 1998
- Protection from Harassment Act 1997
- Employment Rights Act 1996
- Criminal Justice and Public Order Act 1994

4. Procedures and Guidance

This list is not exhaustive, but draws attention to relevant documents accessible to staff and students which should be read in conjunction with this policy.

4.1 Learners and Employers:

- Induction Guidelines
- Student Behavioural Code
- Student Disciplinary Procedures
- Complaints Procedure
- Special Educational Needs and Disability Act (SENDA) Assessment
- Additional Learner Support Procedures

- Equality Guidance for Students
- Safeguarding and Prevent Duty guidance

5. Scope

All employees, regardless of contractual status, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

- 5.1 LEC actively supports the right of staff, students and all stakeholders to hold their own values and beliefs and expects that everyone in the LEC community is treated with dignity and respect at all times.
- 5.2 LEC strives to create an inclusive, positive and respectful learning and working environment that fosters good relations between people of all backgrounds and will not tolerate prejudice or discrimination in any form.
- 5.3 Any employee who feels they have been subject to bullying or discrimination in relation to a protected characteristic by other members of staff should raise the matter under the relevant Grievance or Dignity at Work procedure. Where such allegations are founded, these will be treated as a serious disciplinary offence.
- 5.4 LEC will seek to investigate any claims of less favourable treatment or behaviour towards staff as appropriate and seeks to provide a supportive environment for those who make claims of this nature.
- 5.5 Any inappropriate or less favourable treatment or behaviour directed towards LEC staff by students will be dealt with under the student disciplinary procedure.
- 5.6 LEC will provide training and development on equality, diversity and inclusion and ensure that this is renewed at the appropriate stages.
- 5.7 In line with clause 2.5, LEC will publish our workforce monitoring data on an annual basis and will seek to take positive action where particular groups are under-represented amongst the LEC staff.
- 5.8 LEC endeavours to create a culture of inclusion, whereby individuals feel at ease disclosing any protected characteristics as appropriate and where any subsequent support identified will be provided.
- 5.9 No employee will be penalised by LEC for failing to disclose a protected characteristic. Conversely, any member of staff who requires support in relation to one or more protected characteristics should appreciate that LEC cannot provide the appropriate support, such as reasonable adjustments, if they have not disclosed the need for this.
- 5.10 Equal opportunities data is stored confidentially in line with data protection guidelines and will only be used for business and monitoring purposes.

6. External Partners and Stakeholders

- 6.1 Third parties working with LEC, including but not limited to contractors, sub-contractors and service providers, must comply with LEC Equality, Diversity and Inclusion Policy and/or have appropriate policies and procedures in place to this effect.
- 6.2 Any visitors to LEC, in any capacity, must comply with the LEC's Equality, Diversity and Inclusion Policy.
- 6.3 LEC employee(s) acting as the point of liaison for the external partner, stakeholder or visitor are responsible for ensuring their awareness and the implementation of LEC's Equality, Diversity and Inclusion Policy.

7. Division of responsibilities

- 7.1 The **Centre Manager** has overall responsibility and ultimate accountability for compliance with this policy within the organisation.
- 7.2 The **centre manager and QA team** are responsible for ensuring that:
 - 7.2.1 LEC complies with all equality legislation and meets of all its duties in this regard, both general and specific.
 - 7.2.2 LEC commitment to equality, as outlined in this and other aforementioned procedures, is promoted.
 - 7.2.3 Adequate resources are made available for the implementation and promotion of this and other equality policies and strategies.
 - 7.2.4 Receiving and responding to data produced in line with our reporting requirements, including but not limited to recruitment and retention data, workforce monitoring data and student success rates.
- 7.3 The **Centre Manager and QA team** are responsible for:
 - 7.3.1 The overall implementation of our equality commitments and the promotion of equality, diversity and inclusion, both within and external to the organisation.
 - 7.3.2 Taking a lead in fostering a positive, inclusive and respectful learning and working environment for all staff and students.
 - 7.3.3 Ensuring that equality, diversity and inclusion is embedded into overall College and departmental policies, procedures and processes.
 - 7.3.4 Implementing and reviewing the effectiveness of all existing and new systems in dealing with incidents of discrimination or harassment.
 - 7.3.5 Ensuring the accessibility of College facilities and premises.
- 7.4 **All staff** are responsible for:

- 7.4.1 Promoting equality of opportunity, eliminating discrimination and fostering good relations between staff, students and stakeholders of different backgrounds.
- 7.4.2 Promoting a positive, inclusive and respectful learning and working environment which celebrates the value of diversity and is free from discrimination, harassment or prejudice.
- 7.4.3 Undertaking regular training on equality, diversity and inclusion as required and identifying opportunities for further learning and development.
- 7.4.4 Challenging and reporting any incidents of discriminatory behaviour or harassment of staff, students or any other stakeholders, including hate crimes.
- 7.4.5 Maintaining an awareness and familiarity with the organisation's workforce and student profile, trends and any subsequent positive action, whether planned or on-going.
- 7.4.6 Seeking out or, where possible, providing effective and appropriate support where required to break down any barriers to learning.

8. Measuring impact and effectiveness

- 8.1 LEC undertakes to continuously review policies, processes and procedures in place to ensure their effectiveness in enabling the LEC to achieve the key aims of this policy, as outlined in clause 1.
- 8.2 The measures we will take to do this will include:

8.2.1 Staff

- Maintain Level 2 Disability Confident Employer status
- Maintain Mindful Employer status
- Ensuring all staff receive regular equality training and updates
- Ensuring a diverse range of events, festivals and holidays are actively promoted and communicated to staff on a regular basis
- Curriculum SAR's to focus on achieving Equality, Diversity and Inclusion.
- Regular analysis of workforce monitoring data including recruitment, discipline, grievance, starters/leavers and staff development activity and using this data to inform the appropriate action.
- Regular analysis of the workforce staffing profile and identification of positive action where there are low levels of disclosure.
- Obtaining regular stakeholder feedback and promoting and communicating any positive action taken as a result.

8.2.2 Learners and Employers

- Monitoring impact of action proposed in Operational Plans and Self-Assessment Reports (SAR)
- Equality data analysed and actions agreed through the Equality, Diversity and Inclusion Strategic Group
- Reports to the Senior Leadership Team, Equality, Diversity and Inclusion Strategic Group and Quality, Performance and Standards Committee, including any others as appropriate.

- Obtaining regular stakeholder feedback via the student surveys, carried out at separate stages throughout the academic year and promoting and communicating any positive action taken as a result.
- Outcomes of student voice and in-year student activity.

9. Implementation and Review

LEC will ensure that:

- 9.1 This policy is communicated to staff, students and all stakeholders as appropriate and is accessible and available to all whom it applies to.
- 9.2 Where a member of staff has a specific duty in relation to equality, diversity and inclusion, this will be reflected in the job description for the role as appropriate.
- 9.3 Publicity materials will reflect the diversity of the community we serve and will promote LEC's commitment to ensuring equality of opportunity for all of its stakeholders, including staff and students.
- 9.4 This policy is reviewed on a regular basis to ensure legislative compliance and reflection of good practice.