

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

## REASONABLE ADJUSTMENT POLICY

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

## REASONABLE ADJUSTMENT POLICY

### Table of Contents

1.	Statement of policy.....	2
2.	Who is responsible for reasonable adjustment?.....	3
3.	What is discrimination?.....	3
4.	Direct discrimination.....	3
5.	Indirect discrimination.....	4
6.	Victimisation.....	4
7.	Disabled persons.....	4
8.	What to do if you encounter discrimination.....	4
9.	Non-compliance with equal opportunities rules.....	5
10.	Review of this policy.....	5

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

## 1. *Statement of policy*

- 1.1. SPECIALITY SECURITY INVESTIGATION GROUP Ltd Trading As SSIG-UK Training division (the Training Centre) is committed to equal opportunities through reasonable adjustments for all its learners attending its courses.
- 1.2. It is our policy that all decisions regarding our learners ability to meet the Awarding Organisations minimum requirements for their chosen course, along with probable tasks associated to awarded qualifications, is based on physical ability and the legitimate concern for the learners welfare during training and in application within prospective qualification related job roles. The Training Centre does not discriminate on the basis of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England, Wales and Scotland (referred to as Protected Characteristics).
- 1.3. Our intention is to enable all our learners to train in an environment and in a capacity which allows them to fulfil their potential without risk of injury, fear of discrimination or victimisation. The Training Centre is committed to allowing for reasonable adjustment, extending to all aspects of the Trainer/Learner relationship on the provision that:
  - The learner is able demonstrate the ability to perform any necessary minimum physical requirements of the course.
  - The learner displays an understanding of the course contents and material when spoken to.
  - The Learner meets the expected minimum level of written and oral understanding to be able to sit the exam.
  - The learner meets expectations, without limitation, to perform tasks likely to be assigned through job opportunities related to the qualification.
  - The learner has the correct accreditation, documentation, and additional learning to be on the course.
- 1.4. This policy is intended to help the Training Centre achieve its diversity and anti-discrimination aims by clarifying the grounds for reasonable adjustment and duties of all staff to ensure this does not affect equal opportunities and discrimination. The Training Centre will promote effective communication and consultation between its staff and learners concerning reasonable adjustment by means it considers appropriate.
- 1.5. The principles of non-discrimination and equal opportunities apply to the way in which staff treat visitors, learners, staff, and former staff members.
- 1.6. This is a statement of policy only and does not form part of the service user agreement between learner and trainer. This policy may be amended at any time by the Training Centre in its absolute discretion.

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

## 2. Who is responsible for reasonable adjustment?

- 2.1. Achieving an opportunity for learners to maximise their potential is a collective task shared between the Training Centre and all its staff. This policy and the rules contained in it therefore apply to all staff of the Training Centre irrespective of seniority, tenure and working hours, including all employees, directors and officers and trainers, casual or agency staff, trainees, homeworkers and fixed-term staff and any volunteers or interns (referred to as Staff).
- 2.2. The Head Of Training Centre has overall responsibility for this policy and for ensuring equal opportunities and discrimination law compliance in the workplace is maintained and the Head Of Training Centre (Clark Edwards) has been appointed as the person with day-to-day operational responsibility for these matters.
- 2.3. All Staff have personal responsibility to ensure compliance with this policy is maintained when reviewing reasonable adjustment, ensuring learners are treated with dignity at all times and not to discriminate against or harass other members of Staff, visitors, clients, customers, suppliers and former staff members. In addition, Staff who take part in Training and other aspects of the services delivered by the Training Centre (referred to as Trainers) have special responsibility for leading by example and ensuring compliance.
- 2.4. Trainers will receive appropriate training in equal opportunities and must take all necessary steps to:
  - Promote reasonable adjustment with the objective of equal opportunities and the values set out in this policy.
  - Ensure that their own behaviour and those of the Staff they manage complies in full of this policy;
  - Ensure that any complaints of discrimination, victimisation or harassment (including against themselves) are dealt with appropriately and are not suppressed or disregarded.

## 3. What is discrimination?

- 3.1. Discrimination occurs in different ways, some more obvious than others. Discrimination on the grounds of any of the Protected Characteristics is prohibited by law, even if unintentional, unless a particular exception applies.

## 4. Direct discrimination

- 4.1. Direct Discrimination is less favourable treatment because of one of the Protected Characteristics. Examples would include refusing a woman a job as a chauffeur because you believe that women are not good drivers or restricting recruitment to persons under 40 because you want to have a young and dynamic workforce.
- 4.2. Direct discrimination can arise in some cases even though the person complaining does not actually possess the Protected Characteristic but is perceived to have it or associates with other people who do. For example, when a person is less favourably treated because they are (wrongly) believed to be homosexual or because they have a spouse who is Muslim.



SPECIALITY SECURITY INVESTIGATION GROUP

## 5. **Indirect discrimination**

5.1. Indirect discrimination arises when an employer applies an apparently neutral provision, criterion or practice which in fact puts individuals with a particular Protected Characteristic at a disadvantage, statistically and this is unjustified. To show discrimination the individual complaining also has to be personally disadvantaged. An example would be a requirement for job candidates to have ten years' experience in a particular role, since this will be harder for young people to satisfy. This kind of discrimination is unlawful unless it is a proportionate means of achieving a legitimate aim.

## 6. **Victimisation**

6.1. Victimisation means treating a person less favourably because they have made a complaint of discrimination or have provided information in connection with a complaint or because they might do one of these things.

## 7. **Disabled persons**

7.1. Any Learner who considers that they may have a disability is strongly encouraged to speak with the Head Of Training Centre, particularly if they experience difficulties that may affect their learning because of their disability so that any reasonable adjustments to help overcome or minimise difficulties can be discussed. For these purposes, disability includes any physical or mental impairment which substantially affects your ability to perform day to day activities and has lasted (or is likely to last) more than 12 months. Disclosure of this information will be treated in confidence, if you wish it to be, so far as is reasonably practicable and we will do our best to handle matters sensitively and to ensure that you are treated with dignity and with respect for your privacy.

7.2. We will consult with you about whether adjustments are needed to avoid you being disadvantaged and may ask you to see a doctor appointed by us, to advise on this. We will seek to accommodate your needs within reason. If we consider a particular adjustment unreasonable, we will explain why and try to find an alternative solution.

7.3. Trainers that are teaching a learner who they know or think to be disabled should speak to the Head of Training Centre to ensure that all relevant duties are complied with.

## 8. **What to do if you encounter discrimination**

8.1. If you believe that you have been the victim of discrimination, you should follow the Training Centre's Grievance Procedure.

8.2. Every member of Staff has a responsibility to combat discrimination if they encounter it. Staff who observe or are aware of acts that they believe amount to discrimination directed at others are encouraged to report these to the Head of Training Centre.

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

8.3. Any grievance or report raised about discrimination will be kept confidential so far as this is practicable. We may ask you if you wish your complaint(s) to be put to the alleged discriminator if disciplinary action appears to be appropriate. It sometimes may be necessary to disclose the complaint or take action even if this is not in line with your wishes, but we will seek to protect you from victimisation and, if you wish, we will seek to protect your identity. You should be aware that disciplinary action may be impossible without your co-operation or if you refuse to allow relevant information to be disclosed.

8.4. Staff who raise a complaint about or report discrimination in good faith will be protected from retaliation or victimisation. As long as you act in good faith, the fact that you have raised a complaint or report will not affect your position within the Training Centre, even if the complaint is not upheld. Making a false allegation deliberately and in bad faith is a misconduct offence and will be dealt with in accordance with our disciplinary policy. Any member of Staff who attempts acts of retaliation or victimisation may be subject to disciplinary action up to and including summary dismissal for gross misconduct.

## 9. **Non-compliance with equal opportunities rules**

9.1. Any breach of equal opportunities rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, up to and including immediate dismissal.

### **Staff should also note that:**

In some cases, they may be personally liable for their acts of discrimination and that legal action may be taken against them directly by the victim of any discrimination; and

## 10. **Review of this policy**

10.1. The Head of Training Centre will keep this policy under review.

10.2. The Training Centre encourages Staff to comment on this policy and suggest ways in which it might be improved or ask any questions if they are unsure about any part of this policy or how it is applied by contacting the Head of Training Centre.