*CONTRACTING SERVICES (EDUCATION AND SKILLS) LTD*



**Equality & Diversity Policy**

**GENERAL**

CSES Ltd (t/a Management Training Plus) is committed to a policy of equal opportunities for all employees, workers, Apprentices and applicants and shall always adhere to such policy and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. CSES Ltd (t/a Management Training Plus) will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and place an obligation upon all staff to respect and act in accordance with the policy. CSES Ltd (t/a Management Training Plus) is committed to providing training for all its staff in equal opportunities practice.

CSES Ltd (t/a Management Training Plus) shall not discriminate unlawfully when deciding which candidate/temporary worker/Apprentice is submitted for a vacancy or assignment or in any terms of employment or terms of engagement for temporary workers. CSES Ltd (t/a Management Training Plus) will ensure that each candidate is assessed only in accordance with the candidate’s merits, qualification and ability to perform the relevant duties required by the particular vacancy. CSES Ltd (t/a Management Training Plus) will not accept instructions from clients that indicate an intention to discriminate unlawfully.

**Policy Promotion**

This policy will be promoted to all employees, associates, sub-contractors, learners and

employers. This will include the following:

• All employees will be required to confirm they have read and understood the terms

of this policy as part of their induction. Staff will sign to confirm.

• All associates and sub-contractors will sign agreements to confirm they have read

and will abide by the terms of the policy.

• All learners are required to read the policy and confirm that they have done so. This

is recorded via the electronic portfolio system that they use

• All employers are required to confirm that they have an equal opportunity /

equality & diversity policy and where this does not exist, they confirm that they will

abide by our policy terms.

**Aim and Scope**

The policy aims to ensure that all individuals and groups:

• Are treated fairly and with respect in all interactions with them.

• Have the right to be free from harassment and bullying of any description.

• Do not suffer unwanted behaviour, whether based on age, disability, trans-gender

status, marital status, civil partnership status, pregnancy, race, religion or belief, sex

or sexual orientation.

• Have an equal chance to contribute to achieve their potential, irrespective of any

defining feature that may give rise to unfair discrimination.

CSES Ltd (t/a Management Training Plus) recognises that many individuals and protected groups may experience unlawful discrimination and disadvantage on the grounds of their age, disability, trans-gender status, marital status, civil partnership status, pregnancy, race, religion or belief, sex or sexual orientation. We believe that equality for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination. We value and celebrate the diversity in our society and are striving to promote and reflect that diversity within the Organisation. The Equality and Diversity Policy and Procedures set out our aims and how we will meet and, in some areas, exceed the legal requirements identified in the Equality Act 2010.

The Equality and Diversity Policy applies to:

• Prospective students and staff (in relation to admissions and recruitment

arrangements).

• Current students and staff (including those absent, temporarily excluded, students

on work placements, those in work-based learning and students studying remotely

as relevant).

• Former students and staff (if there are a continuing relationship based on them having

been a student or member of staff at the Organisation).

• Visitors, contractors, volunteers (while they are on Organisation premises or carrying

out Organisation business).

• Partners and employers where students have work placements, are work based or

study remotely.

• Pre-16 learners.

• Parents and carers.

All of the above have a responsibility to give full and active support for the Equality and

Diversity Policy and Procedures by ensuring:

• The Equality and Diversity Policy and Procedures are known, understood and

implemented.

• Their behaviour considers the sensitivities of others and everyone is treated

with respect and dignity.

• Behaviour not in accord with the Equality and Diversity Policy is challenged safely

and appropriately.

• Behaviour outside working time and Organisation premises may also fall into the

scope of the policy, eg the Organisation has a duty to act where discriminatory

behaviour or harassment by a member of staff outside working hours affects a

member of staff or a student either directly or indirectly.

• Breaches of the policy may be dealt with via the Organisation’s Staff or Student

Disciplinary Policy.

Within this general responsibility there are some specific responsibilities for:

• Directors and managers for the effective implementation and championing of the

Equality and Diversity Policy, Procedures and actions.

• The Directors for provision of reports, meeting statutory equality duties, links with

regional and national equality bodies, achievement of recognised equality standards,

arranging agreed training.

• The Organisation to take positive action to identify and address equality issues and

prevent actions taking place that contravene legislation, in particular the Equality Act

2010 provisions.

CSES Ltd (t/a Management Training Plus) will not accept instructions from clients that indicate an intention to discriminate unlawfully.

**SEX AND RACE DISCRIMINATION**

Unlawful sex or race discrimination occurs in the following circumstances.

**Direct Discrimination**

Under the Sex Discrimination Act 1975 and the Race Relations Act 1976 direct discrimination

occurs where one individual treats another individual less favourably on ground of their sex

or race than he/she treats or would treat other persons.

It is unlawful for a recruitment consultancy to discriminate against a person on the grounds

of their sex, colour, race, nationality, ethnic or national origins: -

• In the terms on which the recruitment consultancy offers to provide any

of its services;

• By refusing or omitting to provide any of its services;

• In the way it provides any of its services.

Direct discrimination would also occur if a recruitment consultancy accepted and acted

upon a job registration from an employer which states that certain persons are

unacceptable because of their sex, colour, race, nationality, or ethnic or national origins,

unless one of the exceptions apply.

**Indirect Discrimination**

A claim of indirect discrimination arises when an employer applies a requirement or

condition generally, but which is such a proportion of persons from one racial group who

can comply with it is considerably smaller than the proportion of persons not of that racial

group who can comply with it.

Indirect discrimination would also occur if a recruitment consultancy accepted and acted

upon an indirect discriminatory instruction from an employer.

CSES Ltd (t/a Management Training Plus) will not discriminate unlawfully when selecting candidates or temporary workers for submission or vacancy or assignment or in any terms of employment or terms of employment for temporary workers.

If the vacancy falls within the definition of a genuine occupational qualification or any other

exception CSES Ltd (t/a Management Training Plus) will not deal further with the vacancy unless the client provides written confirmation of the genuine occupational qualification.

**DISABILITY DISCRIMINATION**

Under the Disability Discrimination Act 1995, as amended in 2004, disability discrimination

occurs if for a reason which relates to the disabled person’s disability an individual:

• Treats him/her less favourably than they treat or would treat others whom

reason does not or would not apply and,

• The employer cannot show that the treatment in question is justified.

CSES Ltd (t/a Management Training Plus) will not discriminate against a disabled job applicant or employee on the grounds of disability –

• In the arrangements i.e. application form, interview and arrangements for

selection for determining to whom a job should be offered, or

• In the terms on which employment or engagement of temporary workers is

offered, or

• By refusing to offer, or deliberately not offering the disabled person a job for

reasons connected with the disability, or

• In the opportunities afforded to the person for receiving any benefit, or by

refusing to afford, or deliberately not affording him/her any such

opportunity, or

• By subjecting him/her to any other detriment (detriment will include refusal

of training, transfer, demotion, reduction of wage or harassment)

CSES Ltd (t/a Management Training Plus) will accordingly make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.

Wherever possible CSES Ltd (t/a Management Training Plus) will make reasonable adjustments to hallways, passages, and doors in order to provide and improve means of access for disabled employees and workers. However, this may not always be feasible.

**AGE DISCRIMINATION**

CSES Ltd (t/a Management Training Plus) will encourage clients not to include any age criteria or other subjective criteria in job specifications and every attempt will be made to persuade clients to recruit based on competence and skill not age.

CSES Ltd (t/a Management Training Plus) is committed to recruiting and retaining employees whose skills, experience and attitude are appropriate to the recruitment of the various positions regardless of age.

Only in the most exceptional circumstances will age requirements be stated in any job

advertisements on behalf of the company.

CSES Ltd (t/a Management Training Plus) will request age as part of its recruitment process but information will not be used in any detrimental way and is for compilation of personal data, which the company holds on all employees and workers.

**EQUAL PAY ACT 1970**

CSES Ltd (t/a Management Training Plus) will pay, and will encourage our clients to pay an individual the same contractual pay and benefits as a person of the opposite sex in the same

employment, where the man and the woman are doing the same work, work rated as

equivalent work, or work of equal value.

**COMPLAINTS AND MONITORING PRCEDURES**

CSES Ltd (t/a Management Training Plus) has in place procedures for dealing with complaints of discrimination. These are available from the branch manager or head of department and are on the Good Practice Guide (GPG). These procedures relate to both employees and learners.

CSES Ltd (t/a Management Training Plus) monitor equal opportunity / equality & diversity information on a monthly basis and report statistical information at monthly standardisation meetings.

**PART-TIME WORKERS**

This Equal Opportunities Policy also covers the treatment of those employees and workers

who work on a part time basis. CSES Ltd (t/a Management Training Plus) recognises that it is an essential part of its policy that part time employees are treated on the same terms as full

time employees and are treated on the same terms as full time employees (albeit on a pro

rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental

and domestic incident leave. CSES Ltd (t/a Management Training Plus) also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

**IMPLEMENTATION OF THE POLICY**

The Organisation will ensure that:

• Meetings/inductions are held which introduce staff/learners to the concept, the policy and procedures eg Organisation Management Team, and monthly management

meetings, curriculum team meetings where the concept, specific instructions and

any special responsibilities are discussed.

• The Directors and all staff working with or on behalf of the Organisation, whether

employed directly or indirectly, and including volunteers and external contractors,

will receive a level of training appropriate to their role and level which will familiarise

them with equality and diversity issues, clarify roles and responsibilities and the

Organisation policies and procedures, with refresher training at least every year. All

staff have any such training recorded on their CPD record and receive regular

updates via monthly departmental meetings.

• Work based learners/Apprentices and learners on work placement are placed where the

employer is fully aware of their duties in terms of equality and diversity and all

learners are given guidance prior to their employment or placement on equality and

diversity and the support available from the Organisation.

• There are procedures in place to identify and support all Organisation users. All

teaching and assessment observations and quality assurance processes and learner

journey quality audits include the opportunity to report on equality and diversity and

will be included in the lesson observation and quality briefings/training.

Apprentices and Learners receive ongoing training on equality and diversity throughout the time on their course some of which will be embedded in the learning resources and materials

• CSES Ltd (t/a Management Training Plus) materials are monitored and evaluated on a regular basis to ensure that they promote equality and diversity and do not disadvantage

groups of students. There are clear and designated procedures for all

students, including remote students and staff to report breaches of the Equality and

Diversity Policy.

**MONITORING**

• The Organisation will monitor the effectiveness of the Equality and Diversity Policy

through the Equality and Diversity Committee.

• The Organisation will seek to ensure that Organisation policies and procedures, via

Equality Impact Assessments are assessed on a regular basis to ensure they do not

have a negative impact on any particular groups of people.

• The Directors will provide reports

• The following information is reviewed to monitor the effectiveness of the policy

across the organisation community:

- Enrolment trends and statistics

- Staff data

- Learner surveys and general feedback

- Self-assessment reports

- Equality and Diversity Impact Measures (EDIM)

- Equality impact assessments

- Lesson observations

- Examples of good practice

- Complaints, compliments and any subsequent actions

- Any other relevant data, such as demographic changes

- Enrichment Opportunities

- Attendance/Punctuality

- Progression

- Complaints record

- Closing achievement gaps

- Disciplinary records

- Quality audits

- Assessments

• The policy will be reviewed annually or as a result of legislative changes with any

amendments approved by the Directors.

**ASSOCIATED GUIDANCE**

The Equality and Diversity Policy is informed by:

• Race Relations Acts (1976 and Amendment Act 2000)

• Sex Discrimination Acts (1975 and 1986)

• Disability Discrimination Acts (1995 and 2001)

• Special Educational Needs and Disability Act 2001

• Work and Families Act (2006)

• Employment Equality (Religion and Belief) Regulations 2003

• Employment Equality (Sexual Orientation) Regulations 2003 and 2007

• Human Rights Act (1998)

• Employment Rights Act (1996)

• Criminal Justice and Public Order Act 1994

• Protection from Harassment Act 1997

• Gender Recognition Act 2004

• Employment Equality (Age) Regulations 2006

• Equality Act 2010

This policy was checked and updated on: 12/01/2021

LD Blain