



## Equality and Diversity Policy

### 1. General Statement

#### a) **Commitment**

Aurelia Training Ltd is committed to eliminating unlawful discrimination and to promoting equality and diversity within our policies, practices and procedures. We are also committed to promoting equality and diversity in the company and with our learners and employers. We shall treat everyone equally and with the same attention, courtesy and respect regardless of:

- i. Age
- ii. Disability
- iii. Gender reassignment
- iv. Race
- v. Religion or belief
- vi. Sex
- vii. Sexual orientation
- viii. Marriage or civil partnership
- ix. Pregnancy or maternity
- x. Caring responsibility or
- xi. Social class.

#### b) **Legislation**

In line with the Equality Act of 2010, Aurelia Training Ltd will take all reasonable steps to ensure that we and our staff do not unlawfully discriminate under the terms of the contracts and any legislation in force from time to time relating to discrimination in employment and the provision of goods, facilities or services.

Discrimination to include:

- Discrimination by association: This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
- Perception discrimination: This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

### 2. Definitions:

The Equalities Act 2010 provides the following definitions:

#### **Disability:**

‘Physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities’.

#### **Mental Impairment:**

Deemed to consist of a ‘clinically well recognised illness’.

#### **Long-Term Effect:**

The Act requires that the impairment has either lasted for at least 12 months, is likely to last at least 12 months, is likely to recur or is terminal.

#### **Normal day-to-day Activities:**

The Butts Park Arena, The Butts, Coventry, CV1 3GE

Telephone: 01926 511855

[www.aureliatraining.com](http://www.aureliatraining.com)



Includes activities involving mobility, memory or the ability to concentrate, learn or understand.

### **3. Meeting Learners Needs**

#### **a) General Statement**

As a provider of training Aurelia Training Ltd will treat all clients equally and fairly and not unlawfully discriminate against them. Aurelia Training will also wherever possible, take steps to promote equal opportunity in relation to access to the training we provide, taking account of the diversity of the communities we serve.

#### **b) Identifying Learners/Employers needs**

Aurelia Training Ltd is committed to meeting the diverse needs of our Learners. We will take steps to identify the needs of Learners in our community and develop policies and procedures setting out how we will meet those needs, ensuring the services we offer are accessible to all. We will take into account, in particular, the needs of Learners with a disability and those who are unable to communicate effectively in English. We will consider whether particular groups are predominant within our learner base and devise appropriate policies to meet their needs: including men and women; carers; young people; the elderly; members of religious groups; ethnic groups or nationalities; and lesbian, gay or transgender people.

#### **c) Equality and Diversity Action Plan**

Aurelia Training will produce an Action Plan to promote and raise awareness of Equality and Diversity and our policies and procedures with our employees, employers and learners, thus ensuring that our service are accessible for a diverse range of learners. The Action Plan contains a list of policies and procedures: information about what steps we will take to put them in place; who is responsible for them; how we will monitor their effectiveness; measure impact and make the details available to the public.

Employees and Partners will be informed of the Action Plan and training provided where appropriate to ensure that is effectively implemented. The Action Plan is appended to this policy.

### **4. Recruitment and Selection**

#### **a) General Statement**

As an employer Aurelia training will treat all employees and job applicants equally and fairly and not unlawfully discriminate against them. This applies equally to voluntary positions and anyone undertaking work experience with us. This will for example include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for redundancies, dress code, references, bonus schemes, work allocation and any other employment related activities.

b) This organization recognizes the benefits of having a diverse workforce and will take steps to ensure that:

- i. We will endeavor to recruit from the widest pool of qualified candidates practicable
- ii. Employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit
- iii. Where appropriate, positive action measures are taken to attract applications from all sections of society and especially from those groups which are underrepresented in the workforce
- iv. Selection criteria and processes to not unlawfully discriminate on the grounds of sex (including marital status, gender reassignment, pregnancy, maternity and paternity), sexual orientation (including civil partnership status), religion or belief, age or disability, other than in those instances where Aurelia Training Ltd is exercising permitted positive action or a permitted exemption.

- v. Whenever appropriate and necessary, lawful exemptions (genuine occupational requirements) will be used to recruit suitable staff to meet the special needs of particular groups.
- vi. All recruitment agencies acting for Aurelia Training Ltd are aware of requirements not to discriminate and to act accordingly.

**c) Conditions of service**

Aurelia Training Ltd will treat all employees equally and create a working environment which is free from unlawful discrimination and which respects the diverse backgrounds and beliefs of employees. Terms and conditions of service for employees will comply with anti-discrimination legislation. The provision of benefits such as flexible working hours, maternity and other leave arrangements, performance appraisal systems, dress code, bonus schemes and any other conditions of employment will not unlawfully discriminate against any employee on the grounds of their age; gender; and gender reassignment; marital status; race; religion or belief; sexual orientation or on the grounds of disability.

Where appropriate and necessary, the firm will endeavor to provide appropriate facilities and conditions of service which take in to account the specific needs of employees which arise from their ethnic or cultural background; gender and gender reassignment; responsibilities as carers; disability; religion or belief or sexual orientation.

**d) Promotion and career development**

Promotion within Aurelia Training Ltd will be made without reference to any of the forbidden grounds and will be based solely on merit. The selection criteria and processes for recruitment and promotion will be kept under review to ensure that there is no unjustifiably discriminatory impact on any particular group.

While positive action measures may be taken in accordance with relevant anti-discrimination legislation to encourage applications from under-represented groups, appointments to all jobs will be based solely on merit. All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities. However, Aurelia Training Ltd will take appropriate positive action measures (as permitted by the anti – discrimination legislation) to provide special training and support for groups which are underrepresented in the workforce and encourage them to take up training and career development opportunities.

**e) Training plan**

Aurelia Training Ltd will identify equality and diversity training needs and draw up a plan to address as appropriate to their responsibilities. The plan will include details of the sort of training that will be provided, who will be trained, when training will be provided and who is responsible for ensuring that training is delivered. Employees and partners will be informed of this equality and diversity policy and training plan.

**f) Working with other organizations**

All those who act on Aurelia Training Ltd's behalf will be informed of this equality and diversity policy and will be expected to pay due regard to it when conducting business on Aurelia Training Ltd's behalf. In all its dealings, including those with any consortium members, Aurelia Training Ltd will seek to promote the principles of equality and diversity.

**g) Working with Learners**

All Learners will be provided with information to allow them to make an informed decision on the funding stream most suitable for their circumstances. Application for Loan and Apprenticeship Funding will follow Skills Funding Agency guidelines and will not be limited by any of the 11 categories listed.

## 5. Implementing the policy

### a) Responsibility

Ultimate responsibility for implementing the policy rests with Aurelia Training Ltd. Aurelia Training Ltd will appoint a senior person within it to be responsible for the operation of the policy. All employees and partners/directors of Aurelia Training Ltd are expected to pay due regard to the provisions of this policy and are responsible for ensuring compliance with it when undertaking their jobs or representing Aurelia Training Ltd.

Acts of unlawful discrimination on any forbidden grounds by employees or partners/directors of Aurelia Training Ltd will result in disciplinary action. Failure to comply with this policy will be treated in a similar fashion. The policy applies to all who are employed in Aurelia Training Ltd and to all partners/directors.

### b) Complaints of discrimination

Aurelia Training Ltd will treat seriously all complaints of unlawful discrimination on any of the forbidden grounds made by employees, partners, directors, learners, employers or other third party and will take action where appropriate.

All complaints will be investigated in accordance with Aurelia Training Ltd's grievance or complaints procedure and the complainant will be informed of the outcome.

We will also monitor the number of outcome of complaints of discrimination made by staff, learners, employers, partners and other third parties.

### c) Monitoring

- 1) Aurelia training Ltd will monitor and record equal opportunities information about staff on the basis of age, gender, ethnicity and disability.
- 2) Where it is possible to do so, and where doing so will not cause offence or discomfort to those whom it is intended to protect, we will monitor the sexual orientation and religion or belief of staff, so as to ensure that they are not being discriminated against in terms of the opportunities or benefits available to them. We are aware that individuals may choose not to disclose their sexual orientation or religion or belief and that care will be taken to avoid inadvertent discrimination in such cases.

We will store equal opportunities data as confidential personal data and restrict access to this information. Equal opportunities information will be used for exclusively for the purposes of equal opportunities monitoring and have no bearing on opportunities or benefits

Aurelia Training Ltd will monitor all elements of:

- I. Recruitment and selection process (applicants and existing staff, partners and directors)
- II. Promotion and transfer
- III. Training (all training opportunities not restricted to equality and diversity training)
- IV. Terms and conditions of employment
- V. Take up of benefits (work life balance policies eg flexible working requests)
- VI. Grievance and disciplinary procedures
- VII. Resignations, redundancies and dismissals

### d) Review

Aurelia Training Ltd will review the operation of this policy not less than twice a year (or more regularly if we identify any non-compliance or problem concerning equality and diversity issues with employers, learners and personnel). We will take remedial action if we discover non-compliance under this policy or barriers to equal opportunities. When reviewing the policy we will consider the outcome of monitoring and review actions under our action and training plans.

Other policy and practice to consider alongside this policy:

Safeguarding Policy and Practice/Prevent Strategy

Whistle Blowing Policy

Bullying and Harassment Policy

Recruitment Policy

Loans Policy