

Equality and Diversity Policy

This policy applies to all staff, volunteers, associates, learners, users and the general public.

1 Commitment

Under the Equality Act 2010, there are 7 different types of discrimination.

- **Direct discrimination:** discrimination because of a protected characteristic.
- **Associative discrimination:** direct discrimination against someone because they are associated with another person with a protected characteristic. (This includes carers of disabled people and elderly relatives, who can claim they were treated unfairly because of duties that had to carry out at home relating to their care work. It also covers discrimination against someone because, their partner is from another country.)
- **Indirect discrimination:** when you have a rule or policy that applies to everyone but disadvantages a person with a protected characteristic.
- **Harassment:** behaviour deemed offensive by the recipient. Employees can claim they find something offensive even when it's not directed at them.
- **Harassment by a third party:** employers are potentially liable for the harassment of staff or customers by people they don't directly employ, such as a contractor.
- **Victimisation:** discrimination against someone because they made or supported a complaint under Equality Act legislation.
- **Discrimination by perception:** direct discrimination against someone because others think they have a protected characteristic

Equality and diversity are central to the work of Start Training Limited.

Start Training Limited will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

It will tackle social exclusion, inequality, discrimination and disadvantage. For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. Start Training Limited's goal is to work towards a just society free from discrimination, harassment and prejudice. Start Training Limited aims to embed this in all its policies, procedures, day-to-day practices and external relationships.

2 Aims

Start Training Limited aims to:

- Provide services that are accessible according to need
- Promote equality of opportunity and diversity in volunteering, employment, training and development, promotion, disciplinary and dismissal.
- Create effective partnerships with all parts of our community.

3 Objectives

Start Training Limited's objective is to realise its standards by:

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and groups.
- Working together to provide accessible and relevant service provision that responds to service users' needs.
- Ensuring Start Training Limited management, staff, associates, learners, volunteers and users are representative of the community served and the employment policies are fair and robust.
- Responding to staff, associates, learners, volunteers and users needs and encouraging their development to increase their contribution to effective service delivery.
- Recognising and valuing the differences and individual contribution that all people make to Start Training Limited.
- Challenging discrimination.
- Providing fair resource allocation.
- Being accountable.

4 Why have this policy?

Start Training Limited recognises respects and values diversity in its management, staff, associates, learners, volunteers and users.

Start Training Limited has this policy because it is a people-led organisation that must always ensure it meets the needs of the community through fair and appropriate employment and development of the people who work and volunteer for Start Training Limited.

5 Procedures

Responsibility for Implementation

This policy covers the behaviour of all people employed/associated or volunteering in Start Training Limited or using the services and sets out the way they can expect to be treated in turn by Start Training Limited. The overall responsibility for ensuring adherence to and implementation of this policy lies with the staff and the management.

The CEO has the ultimate responsibility for the policy and ensuring that it is implemented effectively.

Method of Implementation

Start Training Limited intends to implement this policy by:

- Ensuring that it is a condition of paid employment in Start Training Limited.
- Ensuring that Start Training Limited management, staff, associates, learners, volunteers and users are made aware, understand, agree with, and are willing to implement, this policy. All Start Training Limited management, staff, associates, learners, volunteers and users will be given a copy of this policy as part of their induction.
- Actively encouraging Start Training Limited management, staff, associates, learners, volunteers and users to participate in anti-discriminatory training, and making time and resources available for such training.
- Monitoring the services, publicity and events provided by Start Training Limited, to ensure that they are accessible to all sections of the population and do not discriminate and taking active steps to ensure that participation is representative.

Monitoring and Reviewing

Start Training Limited has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity. Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress. The management will review the policy annually.

Actual Date	Reviewed by	Next review planned for
10th October 2016	Narmin Hugill	2017
18th April 2017	Narmin Hugill	2018