



Title:	Equality and Diversity Policy
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Approved by:	Sara Morris
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Learning4Life-GY

Equality and Diversity Policy

Learning4Life-GY is committed to encouraging equality and diversity among our staff and service users, thus eliminating unlawful discrimination.

The aim is for our staff to be truly representative of all sections of society and our learners, and for each employee and learner to feel respected and able to give their best.

Learning4Life-GY - in providing outstanding training and education - is also committed against unlawful discrimination.

The policy's purpose is to:

- provide equality, fairness and respect for all in our care, as learners, as well as in employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

Learning4Life-GY commits to:

- encouraging equality and diversity for all learners undertaking one of our programmes
- creating an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and learners are recognised and valued

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination

This commitment includes a thorough induction for all learners, to include Equality and Diversity.

All staff should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, learner, participants of projects undertaken by L4L-GY and the public

- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, learner and any others in the course of the organisation's work activities

Such acts will be dealt with as misconduct under the Learning4Life-GY grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

- make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitor the make-up of the staff regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy, and any sporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

Learning4Life-GY Learners/participants:

- a) L4L-GY will consult with communities and learners so as to support equality of opportunity by:
 - i) Gathering learner involvement through surveys and informal feedback
- b) L4L-GY will actively promote equality of opportunity through:
 - i) Positive action: Learning4Life-GY will target provision at and encourage uptake of provision by a community who may experience barriers to participation through their race, colour, national or social origin, disability, gender, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, age, religion/belief or political/other personal beliefs.
 - ii) Advertising and communication that presents an inclusive picture of the learner population, actual and potential
 - iii) Creating IAG material to facilitate the first steps into learning and training for learners who might be disadvantaged through language, lack of self-belief, social exclusion or other barriers to learning
- c) Learning4Life-GY will monitor equality of opportunity by:
 - i) Monitoring: Learning4Life-GY will monitor monthly the uptake of courses so as to generate profiles of learner engagement according to age, gender, ethnicity and country of origin and inform curriculum development and planning.
 - ii) Complaints: L4L-GY will monitor complaints received to quantify unwitting bias

2019/20 Single Equality statement:

We will promote and encourage a culture whereby equality of opportunity exists regardless of race, colour, national or social origin, disability, gender, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, age, religion/belief or political/other personal beliefs.

We will advance equality of opportunity, advance good relations between different groups and will contribute to the elimination of unlawful discrimination and harassment.

We will support learners' achievements through working to remove barriers to learning, address disadvantage and actively promote and support progression opportunities.

The equality policy is fully supported by the board of Directors

Sara Morris and Claire Smith