

EQUALITY, DIVERSITY & INCLUSION POLICY AND PROCEDURE

1) Purpose

ETT seeks through all its policies and actions to be a genuinely inclusive organisation. We are committed to the equal treatment and promotion of diversity in all aspects of our work and day-to-day business culture.

2) Statement

We welcome Learners from all backgrounds and have a proud history of encouraging diversity within our learners. We will do everything possible to ensure that the environment you (the Learner) work in is welcoming and supportive and that everyone is treated with dignity and respect. Every effort will be made to support individual's requirements and maintain policies to report any form of discrimination, inappropriate conduct, bullying or harassment. We do not want any learner to feel that they have to work in an environment which isn't welcoming and supportive and we insist that you report any instances of discrimination, inappropriate conduct, bullying or harassment to your Training Officer or the Chief Executive of Engineering Trust Training. As part of your apprenticeship you and your Training Officer will discuss a wide variety of topics related to Equality and Diversity as well as completing activities related to Equality and Diversity which will further enhance your knowledge of the subject.

3) Principle & Scope

- a) ETT expect all staff, learners, visitors, partner employers, delivery partners and sub-contractors to behave in accordance with this policy.
- b) The principles of equality, diversity and inclusion apply to the way in which staff and learners should treat each other, and to all visitors, contractors, sub-contractors, service providers, suppliers, former staff, former learners and any other persons associated with the functions of the organisation.
- c) It is acknowledged that the contexts within which ETT operates may place restrictions on the extent to which this policy can be governed in terms of the practices of partner employers, delivery partners and sub-contractors.
- d) Our objectives are to:
 - i) ensure that all individuals who come into contact with ETT are treated with dignity and respect;
 - ii) ensure that the opportunities ETT provides for learning, personal development and employment are made available on a non-discriminatory basis; and
 - iii) providing a safe, supportive and welcoming environment for employees and learners.

4) Defining equality, diversity and inclusion

- a) Equal treatment is more than just treating everyone alike.
- b) We recognise that some groups and individuals have particular and specific needs that have to be met if they are to have equal access to the services we offer.
- c) We recognise that a range of different or more flexible ways may be required when providing our services to ensure genuine equality of access or opportunity for groups and individuals who come from a position of persistent and longstanding disadvantage.
- d) We recognise the value of diversity and acknowledge the benefits of difference within our community.
- e) We aim to value the differences between individuals whether cultural, social and intellectual and seek to promote greater understanding between groups and individuals.
- f) We seek to use the talents and experiences that each and every individual can bring to the organisation.

- g) Inclusion involves ETT recognising and being open to operating in a flexible way in terms of services, practices and procedures.
- h) The needs of learners, staff and visitors will be at the forefront of our decision making to ensure people with a range of disabilities and needs can access our services.

5) Legal framework

- a) ETT endorses wholeheartedly the principles of the Equality Act 2010.
- b) To achieve this, ETT will:
 - i) ensure that no unlawful discrimination occurs in the conduct of our work;
 - ii) advance equality of opportunity between people who share the 'protected characteristics' listed below, as well as all others associated to the organisation;
 - iii) foster positive relationships between people who share the 'protected characteristics' and those who do not.
- c) ETT will give protection against unfair discrimination on the grounds of:
 - i) age
 - ii) disability
 - iii) ethnicity (including race, colour and nationality)
 - iv) gender and gender reassignment
 - v) marriage or civil partnership
 - vi) pregnancy or maternity
 - vii) religion, belief
 - viii) sexual orientation.

6) Roles and Responsibilities

- a) All ETT Staff will:
 - i) ensure the aims and values set out in this policy are appropriately reflected in their work and actions;
 - ii) have due regard to equality issues in all decision-making;
 - iii) be sensitive to any groups or individuals who have particular needs in relation to accessing our services;
 - iv) promote an environment where respect is shown to all, and mutual understanding is fostered;
 - v) report any instances of discrimination, bullying and harassment without fear of victimisation;
 - vi) promote equality, diversity and inclusion in all vacancies, partner businesses, learning settings and sub-contracting organisations;
 - vii) develop learner understanding and realisation of equality, diversity and inclusion.

7) Monitoring

- a) ETT will annually assess the effectiveness on the Equality, Diversity and Inclusion Policy through collection and analysis of data.
- b) Data sources will include:
 - i) Applications and appointment of new apprentices
 - ii) Progression and attainment of apprentices.
 - iii) Recruitment and selection of staff;
 - iv) Complaints, linked to the range of protected characteristics, including harassment and bullying, grievances and disciplinary proceedings for staff and learners.
 - v) Surveys of learners and employers
- c) Results from the monitoring process will be used to shape and inform our approach to Equality, Diversity and Inclusion.