

# EQUALITY, DIVERSITY & INCLUSION POLICY AND PROCEDURE

## 1) Purpose

Engineering Trust Training (ETT) seeks through all its policies, procedures, and actions to be a genuinely diverse and inclusive organisation. ETT is committed to ensuring equality of opportunity and access for all who learn and work with us.

## 2) Statement

We endeavour to meet the needs of our learners, employees, and all stakeholders, respecting their protected characteristics within the context of education, learning, training, and employment. We welcome learners from all backgrounds and implement this policy when recruiting (staff & learners), delivering apprenticeship training, and working with employers.

We will do everything possible to ensure that the environment within which people work is welcoming and supportive and that everyone is treated with dignity and respect.

We encourage everyone to report any form of discrimination, inappropriate conduct, bullying or harassment and want to give people the confidence to report any instances of this nature.

## 3) Scope

- a) ETT expect applicants, learners, our staff, trustees, 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 subcontractors, service providers, suppliers, former staff, former learners and any other persons associated with the functions of ETT.
- c) 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.
- d) The policy to be followed when recruiting, delivering apprenticeship training and working with employers and apprentices.

## 4) Principles

- a) Equal treatment is more than just treating everyone alike.
- b) We recognise that some groups and individuals have particular and specific needs that must 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/or 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, work within and with our organisation.

## 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) The responsibilities of the Trustee Board
- i) To adopt and monitor this policy
  - ii) Ensure that ETT takes all reasonable steps to make sure employees are compliant with the law
  - iii) Ensure E&D is part of their governance framework
  - iv) Attend appropriate training and stay up to date with changes in government policy
  - v) Support and guide ETT
- b) ETT CEO
- i) Empower staff to implement this policy
  - ii) Ensure all staff are aware of their rights and responsibilities in relation to equality and diversity through appropriate training.
  - iii) Promote the principles of equal opportunity and diversity when developing the curriculum, as well as promoting respect for other people in all aspects of our delivery.
  - iv) Treat all reports of incidents of unfair treatment, discrimination, harassment and victimisation with due seriousness.
  - v) Report any serious incidents involving equality and diversity implications to the Trustee Board.
  - vi) Provide the Trustee Board with appropriate data to enable them to monitor equality.
- c) ETT Staff & Subcontractors
- i) Adhere to the college's Equality Policy.
  - ii) Ensure that all people are treated fairly, equally and with dignity and respect.
  - iii) Strive to provide teaching and learning materials that give positive images based on protected characteristics.
  - iv) Be considerate of individuals access and ability in using digital resources e.g. lack of access to IT resources, visually and hearing impairments.
  - v) Challenge any incidence of prejudice or discrimination and report this to the CEO or Trustee Board as appropriate.

- d) ETT Learners (Apprentices)
  - i) Adhere to this policy
  - ii) Treat all people fairly, equally and with dignity and respect.
  - iii) Raise any incidence of prejudice or discrimination and report this to their Training Officer, ETT CEO or the Trustee Board as appropriate.

**7) Reasonable Adjustment**

- a) It is our duty, under the Equality Act 2010, to provide reasonable adjustments for those with disabilities. A disability is defined as a physical or mental impairment that has a long-term and substantial adverse effect on a person's ability to carry out normal day-to-day activities. We aim to ensure that people with a disability can fully participate in our activities, whether as a member of staff, Learner, employer, or subcontractor.

**8) Promotion, Engagement & Training**

- a) This Policy is published on the ETT website.
- b) Staff receive regular training in relation to this policy.
- c) Equality and Diversity (including this policy) is included within the training programme of every learner.
- d) Promoted periodically at reviews with apprentices to check knowledge and understanding of the policy and its contents.

**9) Monitoring**

- a) ETT will annually assess/review 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.