

Equality, Diversity and Inclusion Policy



References:

- A. The Equality Act 2010

Background

1. The Equality Act 2010 makes it law that every private, public and voluntary organisation must not discriminate against employees and people that use their services because of particular characteristics, the '9 protected characteristics'. The Act brings together all previous equality laws, making them simpler, more effective and easier to understand. The Act also makes sure that people with protected characteristics are protected from discrimination. Consequently, Lewtay Training Ltd (Lewtay) will comply with and promote the requirements of reference A.
2. In addition to the 9 protected characteristics, other aspects of a person's identity, background or circumstances can cause them to experience discrimination, for example a person's perceived class, background, appearance, parental status, employment status or alternative lifestyle.
3. Lewtay is committed to providing equal opportunities for all staff and service users and to advancing EDI and eliminating discrimination. Lewtay's mission is achieved, in part by providing an environment and culture where within its service provision, equal opportunity, diversity and inclusion (EDI) are positively welcomed. Additionally, 'respecting and valuing all individuals' forms one of Lewtay's core values. Equality at Lewtay means we will not treat anyone unfairly, and as Lewtay understands and appreciates the benefits of a diverse, inclusive workforce/learning community, we will strive to create and maintain such an environment
4. This policy details how Lewtay will ensure that EDI is achieved in the organisation and its service provision.

Policy Review and Updates

5. This policy will be reviewed annually.
6. Any revision to the policy will be carried out as soon as is practical. The version number and revision date shown in the footer, amended to reflect the updated version. All previous versions are to be replaced.

Application

7. The purpose of this Lewtay's policy is to provide equality and fairness in all activities, as such all other Lewtay policies are to be written with this in mind. For example, the Recruitment and Selection policy for staff, Appeals Procedure for learners. This will be achieved by responding to peoples' individual needs, to ensure they have an equal chance to contribute and achieve their potential. It is not about treating everyone in the same way.
8. With this in mind, Lewtay is committed to ensuring that:
 - Discrimination, harassment and victimisation are eliminated, to make the workplace and the learner's training environment as safe and inclusive as possible.

Equality, Diversity and Inclusion Policy



- Equality of opportunity is advanced between all.
- Any achievement gaps are narrowed and closed.
- Good relations are fostered between everyone involved in and using Lewtay's services. For example, by promoting understanding of EDI throughout the learning experience.

9. Outcomes to be achieved to meet these aims

- Fair and equitable procedures operate in relation to recruitment, selection, management and training of staff.
- Learners receive fair and equitable treatment in relation to admission to learning & development activities, administration and assessment procedures.
- Policies and procedures are operated fairly and free from discriminatory practices.
- Proportionate positive action can be taken where there is evidence that participation is disproportionately low for people who share a protected characteristic, where they experience a disadvantage or in order to meet their different needs.
- Staff, students, employers and partner contractors are appropriately trained and have access to comprehensive information which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy
- Staff, students, employers and partner contractors are aware of the value placed upon equal opportunities and that action will be taken in the event of any breach of the policy.
- Staff, students and partner contractors are treated with respect and dignity.
- EDI is incorporated within our policies, procedures, practices, plans and activities.
- Inequality, prejudice and discrimination are challenged; an inclusive environment is created where equality and diversity are celebrated.

10. Roles and responsibilities.

a. The Managing Director, the Centre Manager has overall responsibility for EDI within Lewtay and its service provision. They are to ensure that:

- All policies uphold EDI.
- The content and operation of EDI policies and schemes are monitored and reviewed on an annual basis, to ensure that the policy is fit for purpose and that staff, learners and employers are treated in accordance with this policy.
- Monitoring information is collected, analysed through self-assessment and actioned through the Quality Improvement Plan (QIP).
- Appropriate training and development is provided to stakeholders to support the appreciation, understanding and application of EDI in the service provision.

Equality, Diversity and Inclusion Policy



b. The Management Team¹ are to support the Managing Director, to ensure that EDI runs through the whole organisation. In addition to knowing Lewtay's statutory duties in relation to EDI legislation, managers are to:

- Help create a positive, inclusive ethos, where feedback is encouraged.
- Help create and maintain a working and learning environment where there is zero tolerance of bullying, harassment, victimisation and discrimination.
- Lead by example and challenge inappropriate language and behaviour by anyone delivering, supporting or receiving Lewtay's service provision. For example, Lewtay staff, learners, contractors etc.

And ensure that:

- All policies and procedures are EDI impact analysed and that procedures for challenging all forms of discrimination, harassment, victimisation and unacceptable behaviour are in place and widely promoted.
- Policies and procedures are implemented fairly in their area of delivery.
- EDI objectives are implemented.
- Business communications reinforce the EDI message and become incorporated into day-to-day processes.
- Staff understand the significance of EDI and know how to incorporate this into their work.
- Learner's induction and tutorial programmes reflect Lewtay's commitment to promote EDI and that curriculum activities actively incorporate EDI.
- Staff induction, continuous professional development and performance management reflects Lewtay's commitment to EDI.
- Staff attend appropriate equality and diversity training², including more intensive training where a need is highlighted to support their learning.
- Teaching, learning and assessment methods, support and resources meet the individual needs of students.

c. Lewtay staff are responsible for ensuring that they:

- Attend the appropriate EDI training, including more intensive training where a need is highlighted to support their learning.
- Understand, uphold and engage with Lewtay policy on EDI, by challenge inappropriate language and behaviour by anyone delivering, supporting or receiving Lewtay's service provision. For example, Lewtay staff, learners, contractors etc, reporting any such behaviour to the Managing Director/Centre manager.
- Provide teaching, learning and assessment methods, support and resources commensurate with their role, that meet the individual needs of learners.

¹ As detailed in Lewtay's Organisation Chart.

² As detailed in the CPD Policy.

Equality, Diversity and Inclusion Policy



d. Learners, by virtue of their Apprenticeship Agreement with Lewtay, are responsible for ensuring that they:

- Adhere to Lewtay's and their employer's core values relating to EDI, treating everyone with respect.
- Support and promote their employers and Lewtay's EDI policy.

11. Monitoring. Monitoring will be undertaken in accordance with best practice recommendations, particularly from Equality and Human Rights Commission, and with regard to the data protection principles.

12. Complaints. Anyone who believes that they have been unfairly treated with respect to EDI, should contact the Managing Director and disclose their issue. See para 13 for contact details. Lewtay will seek to provide a supportive environment for those who make claims of discrimination, harassment or victimisation. Lewtay will undertake a full investigation into any claims of discrimination including bullying and harassment

13. If you have any queries about the contents of this policy, please contact the Managing Director Centre Manager directly on 01733 552 475 or email trish@lewtay.co.uk

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Trish Allen-Janes
 Managing Director/Centre Manager

Date:	28 th March 2022	Review Date:	28 th March 2023
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