



## **The Training School Equal Opportunities and Diversity Policy**

### **Introduction**

The following sets out Tula Training's commitment to equal opportunities and diversity for both staff and learners.

We promote a working environment in which diversity is recognized, valued and encouraged. We acknowledge the multi-cultural and diverse nature of society. We are committed to principles of fairness and mutual respect where all accept the concept of personal responsibility. These principles are intrinsic to our staffing procedures, and to our recruitment of learners, programme design and delivery, assessment and quality assurance. We recognize that discrimination is unacceptable. We take any breach of the law most seriously and will investigate with a view to appropriate action where necessary.

### **Definitions**

Equal Opportunities means that every individual has the right to be treated fairly, without discrimination.

Diversity in this context is concerned without treating people as individuals, and placing positive value on their participation.

Tula Training promotes equality of opportunity and diversity for all, irrespective of what are referred to as 'Protected Characteristics' under the Equality Act 2010, namely: age, sex, pregnancy, and maternity, marital status, sexual orientation, disability, religion or belief, colour, race, nationality or ethnic origin.

Tula Training will ensure equality of treatment for all. We will ensure that staff and learners are aware of the Equal Opportunities and Diversity Policy and all receive training and information as appropriate on equality and diversity issues. Staff job descriptions include duties concerning the aims and implementation of Equal Opportunities and Diversity.

### **Who is involved and their responsibilities**

All members of staff involved in delivering all aspects of our training services, all students, both prospective and actual; every single individual is involved in the success of this policy.

Do not take unlawful discriminatory action or make decisions contrary to the spirit of this policy.

We expect you to make a positive contribution towards maintaining an environment of equal opportunity throughout the organization. Please observe this policy at all times, ensuring that you do not discriminate against, harass, abuse or intimidate anyone because of their protected characteristics, that you do not encourage others to behave in a discriminatory manner, resisting pressure to discriminate from others and report such approaches appropriately: If an investigation is necessary, your co operation may be required, including providing evidence of conduct which may amount to discrimination.

Please co operate with any measures introduced to develop or monitor equal opportunities.

### **Our Commitment**

#### **Examples of unacceptable behaviour**

Victimization – in this context meaning treating someone badly because that person has done or plans to do a 'protected act'- namely making a claim or complaint of discrimination under the Equality Act 2010.

Direct Discrimination – where someone is treated less favourably because of a protected characteristic they have or are thought to have, or because they associate with someone who has a protected characteristic.

Indirect Discrimination – this can occur when an organization's procedures, policies or practices have the effect of disadvantaging people who have protected characteristics.

### **If you encounter discrimination**

If you feel subject to discrimination as identified within this policy, please make it clear to the person concerned that you find it unacceptable, or seek the help of a member of staff or a fellow learner to approach whoever has caused you offense, this may be enough to resolve your concern. If the discrimination continues, or you consider it to be serious, you should approach a member of staff as appropriate. (This could be a Tutor, Assessor, or their line manager, for instance). The staff member approached will either carry out a suitable documented investigation or is more appropriate refer it to, the Centre Coordinator.

The result of the investigation into alleged discrimination will be communicated to you, informing you as to action taken and outcome where appropriate.

If you are not satisfied with the result of the investigation and you wish to appeal you should contact Carolyn Bailey within five working days of receiving the result, who will carry out a review of your concerns.

### **Complaints**

Tula Training will do our best to resolve any issues concerning Equal Opportunities. However, if satisfaction is not forthcoming, there is a right of appeal to Active IQ via the arrangements outlined in their Enquiries and Appeals Policy.

### **Review**

The policy is reviewed annually, to encompass feedback from learners and teaching staff, and updated as appropriate and also when there are changes in the law.

We reserve the right to change our Equal Opportunities and Diversity Policy without prior notice.

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The result of the investigation into alleged discrimination will be communicated to you, informing you as to action taken and outcome where appropriate.

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### **Complaints**

Carolyn's Training School will do our best to resolve any issues concerning Equal Opportunities. However if satisfaction is not forthcoming, there is a right of Appeal to Active IQ via the arrangements outlined in their Inquiries and Appeals Policy.

Where complaints relating to issues of inequality cannot be satisfactorily resolved by the centre, learners must be made aware of their right to appeal to Active IQ via the arrangements outlined in our Inquiries and Appeals Policy.

**Review**

The policy is reviewed annually, to encompass feedback from learners and teaching staff, and updated as appropriate and also when there are changes in the law.

We reserve the right to change our Equal Opportunities and Diversity Policy without prior notice. This policy is kept under review and subject to change in line with changes and amendments to law and any events that require the policy is updated.