

## Equality and Diversity Policy

This policy should be read in conjunction with:

- Disciplinary and Dismissal Policy.
- Grievance Policy.
- Safeguarding Policy.

### 1.0 Introduction

t2 group is intent on advancing equality and diversity as key features within all its activities, as it believes this to be ethically right and socially responsible.

Equality and diversity are essential factors that contribute to the academic and economic strengths of the organisation.

t2 group's Equality and Diversity Policy provides for coordination and implementation at strategic level and is supported by additional policies that provide for an organisation wide integrated approach to equality and diversity.

### 2.0 Policy Statement

t2 group firmly believes that excellence will be achieved through recognising the value of every individual as is proven in the achievement of the Leaders in Diversity accreditation.

We aim to create an environment that respects the diversity of staff, learners and clients which enables them to achieve their full potential: to contribute fully, and to drive maximum benefit from involvement with the organisation.

To this end, the organisation acknowledges the following basic rights for all staff, learners and clients:

- To be treated with respect and dignity.
- To be treated fairly with regard to all procedures, assessments and choices.
- To receive encouragement to reach their full potential.

These rights carry with them responsibilities and the organisation requires all staff, learners and clients to recognise these rights and to act in accordance with them in all dealings with other staff, learners and clients. In addition the organisation will comply with all relevant legislation and good practice and will pay particular attention to the following acts and subsequent amendments:

- Freedom of Information Act 2000.
- Special Educational Needs and Disability Act 2001.
- Equality Act 2010.
- Civil Partnerships Act 2004.
- Data Protection Act 1998.
- The Welsh Language (Wales) Measure 2011.
- Gender Recognition Act 2004.

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t2 group will not tolerate bullying, harassment or discrimination of any sort, particularly but not exclusively, on the basis of gender, race, nationality, ethnic or national origin, religion or political beliefs, disability, marital status, social background, family circumstance, sexual orientation, gender reassignment, spent criminal convictions, age, pregnancy or maternity.

### 3.0 Responsibility

The Board has overall responsibility for ensuring that the organisation operates within a framework of equality of opportunity.

The HR Manager has responsibility for activities relating to equality and diversity and will also be responsible for keeping other Directors and the Board informed of all developments in this area.

The HR Manager will coordinate related activities, facilitate developments and communicate responsibilities to appropriate staff within the organisation.

The organisation recognises that all of its staff, learners and clients have a duty to support and uphold the principles contained in its Equality and Diversity Policy and supporting policies. The commitment of all staff, learners and clients is required to make the policy a success.

### 4.0 Implementation

The Equality and Diversity Committee will have ultimate responsibility for ensuring the implementation of those policies relating to equality and diversity.

### 5.0 Communication

The Equality and Diversity Policy is available to all staff, learners and clients both in hard copy and on the intranet and website. If alternative formats of the policy are required, please contact the HR Manager.

Learning opportunities will provide a means by which the Policy and supporting policies are communicated to staff and internalised in their behaviour. All staff should complete training related to equality and diversity, which will help translate the law into working practice.

The Equality and Diversity Committee will, from time to time, supplement approved t2 group policy with codes of practice or guidelines on behaviour and these will be disseminated to relevant members of staff.

### 6.0 Recruitment Monitoring

t2 group is committed to ensuring that its workplace is free from unlawful or unfair discrimination and that all recruitment decisions are taken without reference to irrelevant or potential discriminatory criteria.

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In line with best practice t2 group monitors equality and diversity information during the recruitment process and we analyse this data to evaluate and refine our recruitment strategy. It enables us to consider whether adjustments should be made in our advertising methods in order to attract individuals from all sections of society and we do this whilst ensuring the confidentiality of all individuals who complete an application for employment.

When an approach for employment is received by a candidate, t2 group ensure that an Equality and Diversity Monitoring Form, along with an Employment Application Form is sent to the individual by first class post or by email and the individual is asked to complete both forms and return to the Recruitment Manager. Upon return, the data is recorded on the recruitment database, under an applicant number and is stored confidentially. This data is recorded and made available for analysis to ensure t2's continued commitment to Equality and Diversity. This raw data is available only to the HR department.

## **7.0 Complaints**

Any complaint will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedure.

Copies of the staff grievance and disciplinary procedures are available in the staff handbook on the intranet or from the HR Manager.

The learner and clients complaints, grievance and appeals procedure are available at the front of the Learner Handbook, on the Client Database or from the HR Manager.

## **8.0 Amendments and Alterations**

The company reserves the right to amend this policy at any time. You should contact the HR department or your Line Manager if you have any queries.