

# Xyrius Training Limited

## Equality and Diversity Policy

### **Purpose Statement:**

Xyrius Training Limited is an Equal Opportunities Employer. Our Equality and Diversity Policy sets out our commitment to equality and diversity, and to providing equal opportunities for all staff and applicants. It is our policy that all employment decisions are made on the needs of the business. Our organisation does not discriminate on any grounds. We ensure no staff member or learner receives less favourable treatment and acknowledge and embrace the Protected Characteristics, as defined in the Equality Act 2010. These include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Our intention is to allow our staff to work in an environment which allows them to fulfil their potential without fear of discrimination or harassment. Our commitment to equality and diversity extends to all aspects of professional relationships, including:

- Recruitment and selection process
- Terms of employment including pay and benefits
- Training, career development, and promotion
- Work practices, conduct issues, allocation of tasks, discipline, and grievance
- Work-related social events
- Termination of employment and matters after termination

The principles of this policy also apply for the way staff treat visitors, clients, and suppliers. We aim to ensure that its entire staff achieves their potential, and all employment decisions are taken without reference to irrelevant or discriminatory criteria. Our Equality and Diversity Policy helps us to achieve these aims.

### **Responsibility:**

Our Monica Roadknight – Training Manager, is responsible for overseeing the management and implementation of our Equality and Diversity Policy. The Policy will be reviewed annually at a minimum. All staff and stakeholders, including learners and employers, have a duty to support and uphold this policy. Any members of staff who do not adhere to our Equality and Diversity Policy will face disciplinary action. Any learner or employer not upholding this policy will be called in for review and may be removed from programme, if deemed a requirement.

## **Promotion Of Our Equality And Diversity Policy:**

We promote our Equality and Diversity Policy to staff via their Employees Handbook, which features a copy of the Policy. Further copies are available to staff from our Monica Roadknight – Training Manager. Staff are trained on this policy during induction and updates are given via 1-21 reviews, Performance and Development Reviews, team meetings, or standardisation sessions. We also promote our Equality and Diversity Policy to learners and employers through the induction process, our website, review sessions and at all lectures they attend face to face or online.

## **Engagement Towards Our Equality And Diversity Policy:**

We will engage our staff, learners, and employers with our Equality and Diversity Policy through regular reviews. We will also issue feedback surveys every 12 weeks to capture any issues or problems. If any issues arise, they will be managed via our complaints and appeals process. Any cases put forward will be reviewed in detail during management review meetings and recorded on our non-conformities register, where required.

## **Training Employees To Effectively Implement Our Equality And Diversity Policy:**

Appropriate training will be provided to enable staff to implement and uphold our commitment to equality and diversity. Working patterns will be reviewed so as to enable Xyrius Training Limited to offer flexible working to staff with childcare responsibilities wherever possible. Where necessary, special provision will be made for training those staff returning to work following a break for domestic reasons.

We have devised and written an Equality and Diversity eLearning course which all staff must complete as part of their induction process. All staff working in the training part of the business must also complete mandatory equality and diversity training for them to be able to train. Our trainers go through a 12 to 24-week induction period where they deliver, assisted by Monica Roadknight – Training Manager. They are trained to embed the Equality and Diversity policy during this time, and this is repeated throughout the 12-week review process, complete with employers and learners.

## **Fair Recruitment, Delivery, And Working With Employers And Learners:**

Our recruitment policy positively supports equality of opportunity. Our approach is to achieve a workforce that is representative of the diversity of the communities from which we recruit and the learner population. All candidates' CV's for consideration will be anonymised to ensure fair and transparent recruitment. Recruitment and employment decisions will be made on the basis of fair and objective criteria. Our selection procedures are reviewed annually at a minimum to ensure they are appropriate for achieving our objectives and avoid unfair and unlawful discrimination. Person and job specifications shall be limited to requirements that are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions, except where necessary and stated in the job specification. In accordance with recommended practice, the ethnic and gender composition of our staff and applicants for jobs will be monitored on an anonymous basis at all levels. Our Monica Roadknight – Training Manager will monitor the recruitment profile of all applicants for employment.

Xyrius captures information on Special Education Needs and/or Disabilities and Equality & Diversity at enrolment from this information consideration will be given to developing and establishing a support plan with the learner. This will include, where appropriate, a programme of positive action to encourage the development of those who are comparatively underrepresented in certain positions so that they can benefit from employment opportunities on equal terms.

All staff have a right to equality of opportunity and a duty to implement our Equality and Diversity Policy. Breach of the Equality and Diversity Policy is potentially a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through Xyrius Training Limited's Complaints Procedure. We will discuss our Equality and Diversity policy with employers and learners at induction, to further promote engagement and ensure appropriate workplace policies and procedures are implemented to protect learners. Our organisation will review, through feedback surveys and progress reviews, how well employers, learners, and suppliers can demonstrate that they maintain effective equality and diversity policies and procedures and how they undertake periodic equality and diversity reviews.

The Equality Act 2010 covers several kinds of prohibited conduct. These include:

### **Direct Discrimination:**

1. Direct discrimination occurs where someone is put at a disadvantage on discriminatory grounds in relation to his or her employment, direct discrimination may occur even when unintentional.

### **Examples of direct discrimination:**

1. A woman with young children fails to obtain a job because it is feared that she might be an unreliable member of staff.
2. A Sikh applicant for a senior post is not appointed because he might not 'fit in' with the existing (all white) team.
3. A person is subjected to sexual innuendo or other offensive conduct of a sexual nature at work.

### **Indirect Discrimination:**

Indirect discrimination occurs when the individual's employment is subject to an unjustified condition which one sex or race / nationality may find more difficult to meet although on the face of it the condition or requirement is neutral.

### **Examples of indirect discrimination:**

1. A requirement for GCSE English is a selection criterion. This would have a disparately adverse impact on people educated overseas and may not be justified if all that is required is to demonstrate a reasonable level of literacy.
2. Full time work – this would have a disparately adverse impact on more woman with small children as they are generally accepted as taking the primary childcare role. It may not be justified if Xyrius Training Limited 's business needs can still be met by more flexible working arrangements.

## **Disability Discrimination:**

1. Disability discrimination occurs where an individual is unjustifiably disadvantaged in employment or recruitment for a reason connected to his or her disability unless the discrimination cannot be avoided by making reasonable adjustments.

## **Examples of disability discrimination:**

1. A requirement for staff to hold a valid driving license for a job that involves no travelling.
2. Failure to recruit a wheelchair bound member of staff without first considering whether the working arrangements or premises can reasonably be adapted to their needs.

## **Victimisation:**

1. Victimisation occurs where an individual is treated less favorably than his or her colleagues because he or she has taken action to assert their statutory rights or assists a colleague with information in that regard.

## **Examples of Victimisation:**

1. Being denied a promotion due to a claim that has been made against a member of staff or the company.
2. Treating someone unfairly as they are deemed to support someone who has made a claim against a member of staff or the company.

## **Associative Discrimination:**

Associative discrimination is the legal term that applies when someone is treated unfairly because either someone they know or someone they are associated with has a certain protected characteristic under the Equality Act 2010.

Example - An employee at work is due to receive a promotion at work. The employee encounters their line manager while out shopping. They introduce them to their partner, who is a person of colour. After the chance encounter, the manager treats the employee differently.

## **Perceptive Discrimination:**

Perceptive discrimination is the legal term that applies when an individual is treated unfairly because it is believed that they have a certain protected characteristic under the Equality Act 2010, whether or not it is true.

Example - A member of staff refuses to supervise a learner because they believe that he or she is transsexual.

## **Harassment:**

Harassment is unwanted behaviour which you find offensive, or which makes you feel intimidated or humiliated. It can happen on its own or alongside other forms of discrimination. Unwanted behaviour could be spoken or written words or abuse. offensive emails, tweets, or comments on social networking sites.

Examples - offensive or derogatory jokes, racial or ethnic slurs, pressure for dates or sexual favours, unwelcome comments about a person's religion or religious garments, or offensive graffiti, cartoons, or pictures.


## **Third-Party Discrimination:**

Third-party discrimination is a form of harassment related to a protected characteristic e.g., race, gender, or sexual orientation, that is carried out by someone who isn't employed by your employer but who you come into contact with at work. This could include patients, visitors, or suppliers.

Example – a supplier refuses to make a delivery due to the race of the person receiving the delivery.

**Xyrius Training Limited is committed to ensuring that all our staff and applicants for employment are protected from unlawful discrimination in employment.**

## Document Control

Document Title	Document Owner	Signature	Version	Review Date
Equality and Diversity Policy	Bethan Rhodes		May22 v.1	

This document should be reviewed a minimum of annually.