

## Equality, Diversity, and inclusion Policy

### Purpose

This policy sets out the PTS commitment regarding providing equal opportunities, diversity & inclusion for staff, learners, employers, and other associates involved with the centre. It will also highlight the responsibility of all stakeholder to act in a respectful way and positively promote the agenda and therefore applies to all PTS stakeholders.

Our Equality, Diversity and Inclusion Policy is part of our legal obligation to the public sector. equality duty as outlined in the Equality Act (2010).

### Commitment

Professional Training Solutions (PTS) Ltd, is committed to promoting a supportive and inclusive culture for all our employees, clients, and learners. We are committed to the principles of equal opportunities and respect for individuals in creating and maintaining an inclusive environment.

We aim to ensure that no job applicant, employee, client, apprentice or learner experiences less favourable treatment on the grounds of Age, Pregnancy and Maternity, Sex, Disability, Marriage and Civil Partnerships, Race, Religion or Belief, Gender Reassignment and Sexual Orientation' as stated by the Equality Act 2010. By integrating individual strengths, we will maximise efficiency and creativity, and deliver greater client service.

We aim to promote practices and procedures which ensure equality of opportunity and eliminate any which unfairly discriminate, directly or indirectly, and train its employees in implementing the policy.

### Aims

We value and celebrate diversity, seeing this as critical in achieving our strategic aims, charter, and long-term success for all. We work to recruit and develop employees, learner, and employers from a wide range of backgrounds and promote an inclusive culture where:

A supportive and inclusive learning, working and social environment is fostered to ensure that everyone feels that they are valued and can work to achieve their potential.

- Opportunities are open to everyone, and decisions are based on merit and are free from bias.
- All our employees, staff, contractors, and visitors are treated with dignity and respect.
- Everyone within our PTS community feel free to be themselves. and treated fairly.
- Fairly appraised and recognised for personal contributions to the organisation or social payback.
- Supported in ensuring health and wellbeing for all, balancing work, study, and home life commitments.
- Treated with dignity and respect in a fair and consistent manner in an environment where inappropriate behaviour is not acceptable.

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### Associated Policies & Procedures

- Equality, Diversity, and Inclusion Analysis
- Bullying and Harassment Policy
- Learner Disciplinary and code of conduct Policy
- Staff disciplinary and grievance Policy
- Complaints and appeal procedure
- Child protection, safeguarding and Prevent Policy.
- Social media policy
- Whistle blowing

### Roles and Responsibilities

#### PTS

- Promote equality, diversity, and inclusion by communicating content of this policy, working to influence and encourage the development and sharing of best practice.
- Aim to meet the different needs of different groups, while promoting shared values or making reasonable adjustments, where necessary.
- Ensure that all its marketing and communication promote equality of opportunity and positive images that represent the full range of groups listed above.
- Prevent unlawful discrimination and victimisation.
- Meet our legal obligations; and Take seriously and deal with situations where anyone has broken this policy.
- Apply the equality, diversity, and inclusion analysis when change occurs in its provision of service.
- Monitor and review the impact, effectiveness, and compliance of this policy on a regular basis at every level.
- Reports and outcomes will be reported to Senior Managers and lesson learnt discussed.
- Train our employees in Equality, Diversity & Inclusion in implementing the policy.
- Delivering apprenticeship training and working with employers and apprentices.

#### All Staff (including sessional, associates and consultants)

- All employees have a responsibility to treat others with dignity and respect.
- Promote equality, diversity, and inclusion by communicating content of this policy, working to influence and encourage the development and sharing of best practice.
- Aim to meet the different needs of different groups, while promoting shared values or making reasonable adjustments, where necessary.
- Address, refer, or report any breaches of unlawful behaviour depending on its severity through the correct channels.

#### Delivery and Assessment (additional)

- Our quality assurance process and all associated with assessment apply a fair and just process.
- Assessment is entirely related to performance and will not be influenced by race, colour, nationality, religion, ethnic or national origin, age, gender reassignment or parental/marital status, sexual orientation, or disability.

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- Work to ensure that assessment practice does not discriminate, directly or indirectly against people or groups.
- Equal opportunities and equality of diversity policies are operated in accordance with those of the awarding organisations.
- Ensure that every training/education product and service adequately addresses equal opportunities and develops naturally occurring opportunities to promote best practice and lawful behaviour including safeguarding and social value and impact.

## Learners

- All learners have a responsibility to treat other with dignity and respect.
- Promote equality, diversity, and inclusion, working to influence and encourage the development and sharing of best practice including within their own workplace.
- Report any breaches of unlawful behaviour through the correct channels including any concerns they may have within their own workplace or during work placement.

## Other stakeholder (Partners, employers, visitors)

We expect all our stakeholders and visitors to keep to this policy and the associated policies referred to within it. We expect every member of our PTS community to promote a culture which is free from illegal discrimination and all forms of harassment and bullying. Failure to meet these responsibilities may lead to civil action or criminal proceedings against an individual or an institution (or both).

## Data

Ethnicity will be a voluntary question unless there is a stator mandate. Statistics will be produced using census criteria and will be available on request. These statistics will be reviewed annually.

## Equal opportunities and open access

Does not mean that all members / employers / clients of the centre must allow all their employees to register for work-based assessment as a right. Members must ensure that they operate an equal opportunities policy in relation to selection of learners to register.

## Adopted definitions.

We recognise that prejudice and discrimination may arise and be reinforced by our use of language, which may not be neutral and free from personal bias. Words and phrases can be associated with negative attitudes and may unintentionally offend people, including members of groups that face prejudice, harassment, or discrimination.

We expect every member of our PTS community to ensure that they do not use language that may cause offence to others. This includes when writing or speaking and in material that is published or sent by email or on social media. Rather than tell people what language they can and cannot use, we ask staff, students, contractors, and visitors to be mindful of the language they use and feel safe to question inappropriate use of language.

## Procedure for Complaints and Reporting

PTS is committed to promoting equality for all. If an employee feels they have been subject to discrimination in employment, learning or service which is in direct conflict with our

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commitment to equality of opportunity, they should raise this with the appropriate member of PTS staff. Abuse or discrimination based on race, colour, nationality, religion, ethnic or national origin, age, gender reassignment or parental/marital status, sexual orientation or disability or employment status will not be tolerated.

### **Staff**

Complaints and reports can be made via the Grievance Procedure or directly to a Director.

### **Learner & employer**

Complaints and reports can be raised through the Complaints and appeals Procedure.

### **Other stakeholders**

Any, contractor, or client who wishes to raise any issues in relation to equal opportunity should do so in writing to the Operations Director – Sharon Lock at the PTS offices.

### **Investigation and Action**

Investigations into any allegation or issue will be conducted in line accordance to the relevant procedure and findings reported back within 10 working days.

If the issue is not resolved by PTS to the individual's satisfaction, they should contact the next appropriate stakeholder.

- PTS Director
- Education Funding Agency
- Institute of apprenticeships
- Awarding organisation
- Advisory agency

If an employee or learner is found to have acted in a deliberately discriminatory manner, appropriate disciplinary procedures will apply. If an employer or other stakeholder is found to have acted in a deliberately discriminatory manner, appropriate communication and reporting will be made to the necessary channels.

### **Monitoring and Evaluation**

PTS will regularly evaluate its services via Directors and SMT meetings and the effectiveness of its equality and diversity policy.

### **Review of this Policy**

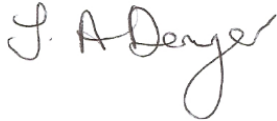
PTS Training's commitment to equality and diversity is an active one. This document will be amended on a regular basis as part of this active commitment.

PTS will seek to keep up to date with new developments in Equality and Diversity practice and actively seek information on this issue. PTS supports the principle of equal opportunities for all people and is committed to a belief in the equal worth of all people together with a recognition and appreciation of diversity. We are committed to equality of opportunity in our provision of qualifications and any related training activity.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions taken throughout all PTS work activity will reflect the spirit of this statement.

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Signed: -



Date: - 27<sup>th</sup> October 2021

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