



**CTSW SKILLS LTD**

## **EQUALITY, DIVERSITY AND INCLUSION POLICY**

### Policy Scope

CTSW Skills Ltd values the variety of different views, outlooks and approaches that a diverse

workforce / learner group brings. Through our work we will continue to review our engagement with, and commitment to, Equality, Diversity and Inclusion by reviewing our policies, procedures and ways of working to ensure that all are able to access our learning provision.

### Policy Aims

We will support individuals to access a broad range of learning and development opportunities within a variety of vocational (and non-vocational) learning sectors. Where possible we will encourage each and every individual to access qualification-based opportunities to ensure they are able to maximise their ability to engage in and achieve qualifications supporting them to progress in their specific area of interest.

We are committed to fully engaging in the economic, cultural and social aspects of life both locally, regionally and nationally and will support our learners and employees to do the same through our ongoing development, implementation, delivery and evaluation of an inclusive learning service accessible to all.

We are aware that people (either individually or as part of a group) can be disadvantaged or discriminated against within employment, education and training for a number of unacceptable and baseless reasons. We are committed to ensuring a learning, and work, environment that is "free from harassment and bullying of any description, or any other form of unwanted behaviour which may come from other employees or third parties. We will achieve this through providing an open, accessible, safe and supportive environment which fully includes all to provide a place of work or study that recognises and values the participation of all learners, employees, customers and clients.

This policy will be reviewed by representatives from each sector of the organisation through team management meetings. Learning linked to this policy will be identified through our self-assessment process and included within the quality improvement plan.

Areas to be reviewed will include:

- How effective, and free from prejudice, recruitment and employee progression takes place
  - How supportive are our working and learning environments and do they promote a sense of belonging
- Is the promoted curriculum offering opportunities for all
- Are learners aware, and understanding, of life within our diverse community
  - Zero tolerance approach to bullying and harassment of employees and learners, and how effective are proactive and reactive measures of prevention
- Take-up, relevance and impact of staff training

Updates will be disseminated to all through in company updates. All staff will also receive updates through annual development events. All learners will be able to receive key information about this, and other relevant information, through the following: enrolment, induction and learner information pack.



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CTSW Skills Ltd recognises and values people's differences and will assist them to use their talents to reach their full potential. We will ensure that all potential and current employees/learners do not receive less favourable treatment or could be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

This means that all of our selection, recruitment, training, employment and promotion practices will be subject to regular review to ensure compliance with equality legislation whilst also demonstrating our commitment to treating people equally and fairly.

We also confirm that we are unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics, Equality Act 2010).

Everyone has the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not. This policy applies to everyone who has either direct or indirect contact with CTSW Training/1st Leap Training.

Our core values also include:

- That everyone has the right to be supported to achieve their potential (both employees and learners) irrespective of starting point
- We all respect and protect each individual's human rights
  - We all promote dignity and respect whilst ensuring that we value each person as evidenced in our words, actions and behaviours
- Every individual has the right to participate in society and each person adds value
  - We will provide opportunities for all regardless of; age; disability; marriage and civil partnership; pregnancy and maternity; proposed, commenced or completed gender reassignment, race; religion or belief, sex; sexual orientation and all other aspects of diversity (including, but not limited to) learning difficulties.

### **Users of our Service**

We will make our services accessible by assessing the needs of individuals by inviting them to provide information so far as is relevant to their needs. Examples include, but are not limited to:

- Considering formats for promotional material
- Appropriate use of language/ formats / fonts/ size
- Considering whether information should be available in alternative formats e.g. easy read
  - /other languages
    - Considering locations where the organisation's services are promoted /advertised (these could be named)
  - Considering accessibility of locations from which the service is provided
  - Considering the diverse make up of our staff/ volunteers in relation to service needs
  - Considering the impact of proposed new services on the user group

### **Responsibility of Staff and Learners**

All members of CTSW should: Be aware of and critically examine their attitudes to people and groups to ensure that prejudices, stereotypes, presumptions, and



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generalisations do not affect their judgement during selection, appraisal, career development or the delivery of the organisation's services. Irrespective of their position within the organisation recognise that they are personally and individually responsible for ensuring that they act in accordance with the principles of Equality, Diversity and Inclusion as outlined in this Policy and its provisions. Failure to do so may result in disciplinary action.

Of CTSW must not:

- Discriminate against colleagues, other employees, job applicants or learners.
- Bully or harass them or attempt to induce others to practice unlawful discrimination.
- Victimise a colleague, learner, or applicant.

### **Responsibility of Management**

Managers and supervisors are responsible for promoting equality and diversity within their own commands and for ensuring that the business is conducted in accordance with our equality and diversity policies. While in-service training programmes may be directed at specific staff groups or learners, attention will be paid to ensure that training courses and access to them are not discriminatory.

Those responsible for organising training will ensure regular monitoring of participants on all training courses, to determine whether any group is under-represented. A regular process of reviewing the work of each staff member will be carried out by those staff having supervisory and management responsibilities.

Training needs will be identified in conjunction with employees. It is the responsibility of those who are identifying training needs to look at suitable ways of meeting those needs. Overall responsibility for the implementation and enforcement of our equality and diversity policy lies with the Directors.

Managers have a responsibility to oversee equality and diversity in employment practices, to provide advice and guidance and to develop good practice. Monitoring will take place regularly to ensure

that every section has taken action to implement and discuss the policy with their staff and learners.

We commit to ensuring that all staff and learners that we are responsible for do not suffer discrimination, harassment, or bullying.

### **Staff and Learner Recruitment**

Recruitment and selection procedures and practices throughout our organisation are regularly reviewed to ensure that no group is put at a disadvantage either directly or indirectly. To assist us in the process, equality monitoring will be conducted with those applying, short listed for and appointed posts and training positions. The company's aim is that the composition of the workforce should reflect that of the community. Where necessary, special steps as permitted by the relevant Acts, will be taken to help disadvantaged and/or under-represented groups to compete for jobs on a genuine basis of equality. All job descriptions will stipulate a commitment to the organisation's Equality, Diversity and Inclusion Policy and specify any responsibilities for the post-holder in implementing it.

Every person appointed must be made aware, as part of the induction process, of the Equality, Diversity, and Inclusion Policy, and how it is applied.

- To avoid racist sexist, or other discriminatory practices in staff recruitment, we will ensure:
  - That where possible those staff involved in interviewing and selection are given special training to avoid discrimination in these processes.
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That staff and learners are given an equal opportunity to progress within the organisation and, where appropriate, may be offered special training to ensure that they are able to achieve their full potential.

### Implementation

#### Employees

CTSW Skills Ltd representatives are responsible for ensuring that this policy is shared and implemented throughout all activities, and the impact of this policy will be reviewed through a variety of mechanisms including but not limited to observation of teaching, learning and assessment practices, learner/employee/client feedback and learner interviews.

All employees will be expected to attend all allocated development opportunities as this will also include supporting employees to access relevant training on the Prevent duty and how this is embedded into Safeguarding. Alternate arrangements will be in place to ensure that opportunities for employee training are not missed.

Position in Company	Name	Signature	Sign off date	Version history
Finance Director	Mandy Davey	M Davey	09/06/2021	Version 1
Finance Director	Mandy Davey	M Davey	09/06/2022	
Director	Mandy Davey	M Davey	09/06/2023	