



QTS-Global Ltd

Equality & Diversity Policy

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Amendments:

No:	Amendment	Date	Name & Signature
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Equality & Diversity Policy

Equality Act 2010

1. Legal Responsibilities

This policy covers the provisions of the Equality Act which became law in October 2010. The Equality Act harmonises and replaces previous legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) and ensures consistency in what QTS- Global Limited must do to comply with the Law. Further information regarding the Act can be found at <https://www.gov.uk/guidance/equality-act-2010-guidance>

The Equality Act covers the same groups that were protected by existing legislation – age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. These are now called ‘protected characteristics’. The Act extends some protections to characteristics that were not previously covered, and also strengthens particular aspects of equality law.

2. Protected Characteristics

QTS-Global Limited is committed to the recognition of the following protected characteristics as described in the Equality Act 2010:

- 2.1. **Age** – The Act protects all ages. Although different treatment due to age is not unlawful if the company can justify it the company will always endeavour to make opportunities available for all age groups. Age however is the only protected characteristic that allows employers to justify direct discrimination if necessary.
- 2.2. **Disability** – Under the Act, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using public transport. The company has a responsibility to make reasonable adjustments to help employees overcome disadvantages resulting from an impairment (e.g. by providing assistive technologies to help visually impaired staff use computers effectively). The company and all staff will not treat a disabled person unfavourably because of something connected with their disability (e.g. a tendency to make spelling mistakes arising from dyslexia). Additionally, indirect discrimination covers disabled people. This means the company will not disadvantage people with the same disability unless it could be justified.
- 2.3. **Gender Reassignment** – The Act provides for transsexual people. A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. The Act no longer requires a person to be under medical supervision to be protected.

- 2.4. **Marriage and Civil Partnership** – The Act protects people who are married or in a civil partnership against discrimination, single people are not protected.
- 2.5. **Pregnancy and Maternity** – A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled.
- 2.6. **Race** – Race includes; colour, nationality and ethnic or national origins.
- 2.7. **Religion or Belief** – In the Equality Act, religion includes any religion. It also includes a lack of religion, in other words employees or jobseekers are protected if they do not follow a certain religion or have no religion at all. Additionally, a religion must have a clear structure and belief system. Belief means any religious or philosophical belief or a lack of such belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour. Denominations or sects within a religion can be considered a protected religion or belief.
- 2.8. **Sex** – Both male and women are protected under the act.
- 2.9. **Sexual Orientation** – The Act protects bisexual, gay, heterosexual and lesbian people.

3. Positive Action

QTS-Global Limited may take positive action if it thinks that employees who share a particular protected characteristic suffer a disadvantage connected to that characteristic, or if their participation in an activity is disproportionately low.

4. Pre-employment Health Related Checks

QTS-Global Limited will act in accordance with the Equality Act when requesting health related information prior to commencement of the job application process.

5. Policy Statement - Aim

The company aim is to provide equality and fairness for all in our employment in addition to learners undertaking qualifications and training. We oppose all forms of unlawful and unfair discrimination and are committed to providing a working environment where everyone feels valued, respected and able to contribute to the success of the business and that an individual's own diversity is viewed positively recognising that everyone is different.

All employees and learners, whether part-time, full-time or temporary, will be treated fairly and with respect. Recruitment and selection for employment, promotion, training or any other benefit will be based on aptitude and ability. The company will operate job evaluations and use salary banding to support its 'Equality and Diversity Policy'. All employees and learners will be helped and encouraged to develop their

full potential and the talents and resources of the employed workforce will be fully utilised to maximise the efficiency of the organisation.

6. Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- To ensure that this policy extends to all advertisements, literature and marketing material used across the business both internally and externally.

7. Responsibility

All employees are responsible for their own behaviour, in familiarising themselves with this policy. Employees should also ensure that they help each other at work to avoid acts of discrimination, victimisation, bullying or harassment and in doing so comply with the guidelines laid out in this policy in conjunction with the Equality Act.

8. Equality for Learners

The company is committed to providing learners with the opportunity to perform to their potential. The following areas should be considered by all staff when delivering Work Based Learning (WBL) or other such programmes:

9. Learner Needs

- Set suitable targets for the performance of individuals and courses.
- Learner retention/completion results are monitored according to gender, race and ability/disability. If appropriate, action is taken as a result of this.
- Learner's other achievements are recognised and valued.
- Primary learning goals are set that are achievable whilst challenging the aspirations of learners.

10. Teaching & Learning

- Teaching and learning are planned effectively to meet the needs of all learners.
- Tutors and Assessors have appropriate knowledge to enable them to help learners with particular needs.

- Tutors and assessors use appropriate methods to meet students' individual learning needs and promote productive working relations.
- Tutors/Assessors promote equality and the exploration of social and moral issues.
- Instances of prejudice and/or harassment within the teaching, training or assessment are immediately challenged.
- Learners have suitable access to learning resources and materials to assist their learning.

11. Resources

- The expertise of technical, administrative and support staff is appropriately and effectively used to support learners and tutors.
- There is appropriate equipment and resources to support teaching and learning.
- General facilities to support learning are of an appropriate quality and readily accessible to students.
- Teaching and support staff have suitable work areas and access to appropriate facilities.

12. Assessment and Monitoring Learner Progress

- Forms of assessment and opportunities for accreditation are appropriate and fair.
- Information regarding enrolment, retention and completion, achievement is regularly assessed by gender, race and ability/disability. Action is taken, if appropriate.
- Learners receive regular information and feedback (including targets and action plans) to enable them to measure their progress in accordance with the needs of the programme and/or ESFA.

13. Programme Selection

- The WBL programme meets the needs of all learners, of employers and of other stakeholders where necessary.
- The WBL programme is managed effectively and efficiently and provides continuity and progression for all Learners.
- All learners conduct a skills scan at enrolment to discuss the appropriateness of their chosen course.
- Equality will be a factor in determining the subjects, courses, and specifications offered by the company to individual and clients alike.

14. Guidance and Support for Learners

- Impartial guidance before, and on entry to WBL programmes helps learners to choose appropriate courses.
- The induction programme for students contains clear information about our commitment to equality, and the policies/procedures/general information relevant to this issue.

- Systems are in place to enable staff to identify students with particular needs quickly.
- Learners receive effective and appropriate support to meet their individual learning needs throughout their studies.
- Impartial, appropriate and effective guidance is available to all learners concerning progression from WBL programmes into further education/employment.

15. Reporting Concerns

If you are unhappy about anything concerning Equality and diversity at QTS-Global Limited, you have a number of options.

If you are a Learner, you could:

- Talk to your personal tutor/assessor.
- Talk to your internal verifier.
- Talk to the nominated operations manager.
- Talk to a Director.
- Make an official, written complaint addressed to the Board of Directors.

If you are a member of staff, you could

- Talk to your internal verifier or manager.
- Talk to the nominated operations manager.
- Talk to your Director
- Make an official, written complaint addressed to the Board of Directors.

If you are from outside the Company,

- You should address your comments, in writing, to the Board of Directors. You will get a written reply within 10 working days.

16. Enforcement

The Board of Directors will nominate an Equality and Diversity Officer (ED Officer) who is responsible for ensuring a workplace free from any form of discrimination. The ED Officer will ensure:

- Breaches of equality policy are regarded as misconduct which could lead to disciplinary proceedings.
- The policy is fully supported by senior management and is agreed with employee representatives.
- The policy is monitored and reviewed annually.

17. Action Plan

The ED Officer is responsible for producing any necessary action plans for equality monitoring and any required actions thereafter. This monitoring will be recorded on

the QIP and/or the quality management plan held by the company. The plans should show:

- What is to be done, by whom and by when?
- Dates on when monitoring will take place.
- Reviewing procedures.
- Training of staff.
- Actions to tackle bullying or harassment.

18. Review

This policy may be amended as and when it becomes necessary due to any significant changes in local arrangements or in statutory requirements. The annual review will be undertaken in accordance with the QIP and recorded within the policy.