

Salutem Ltd

Equality and Diversity Policy

November 2017

Due for review November 2020

**Equality Policy**

**PURPOSE:** To inform staff and Learners of how Salutem will fulfil its statutory duties to promote equality of opportunity and avoid discrimination in line with the requirements of the Equality Act

**SCOPE:** This policy applies to Salutem staff and Learners.

**RESPONSIBILITY:** The Operations Director and HR are responsible for this policy.

**ADDITIONAL INFORMATION:** N/A

**Policy:** Equality Policy

**Legal Context:** The Equality Act 2010

This policy applies to the training brand known as Salutem

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**Section 1 – Introduction**

This policy describes how Salutem will fulfil its statutory duties to promote equality of opportunity and avoid discrimination. It demonstrates how it is placing the promotion of equality and diversity at the centre of all aspects of its work. It is intended to meet the requirements of the Equality Act 2010.

**Legislative context**

**Nine main pieces of legislation have been merged to form the Equality Act 2010:**

* the Equal Pay Act 1970
* the Sex Discrimination Act 1975
* the Race Relations Act 1976
* the Disability Discrimination Act 1995
* the Employment Equality (Religion or Belief) Regulations 2003
* the Employment Equality (Sexual Orientation) Regulations 2003
* the Employment Equality (Age) Regulations 2006
* the Equality Act 2006, Part 2
* the Equality Act (Sexual Orientation) Regulations 2007

**Section 2 – Learner and staff profile in relation to ethnicity, gender, disability and age.**

Current Learner and staff profiles can be found in the Equality and Diversity Annual Report.

**Section 3 – The General Duties**

The Equality Act harmonises the existing three duties into one new duty, which covers all protected characteristics

* Age
* Disability
* Gender reassignment
* Pregnancy and maternity
* Race
* Religion or belief
* Sex
* Sexual orientation

It should be noted that being married or in a civil partnership is NOT a protected characteristic for the further and higher education institution provisions.

**Section 4 – Information Gathering and Monitoring Arrangements**

4.1 Data collection on Learners and staff is done by the administrator. All data collected is subject to Data Protection but used generically and aggregated to support improvements and target setting. Use of specific information is tightly controlled, is circulated only on a need to know basis, with the permission of the person and with strict guidelines for its storage and retrieval.

**Section 5 – Division of Responsibilities**

**Leadership and management**

5.1 All staff are responsible for ensuring that:

* They are aware of Salutem’s statutory duties in relation to equality legislation
* All aspects of Salutem policy and activity are sensitive to equality issues
* Monitoring information is collected and analysed
* Targets are set for the recruitment, retention and achievement of learners based upon the analysis of monitoring information
* Teaching observation reports include criteria on equal opportunities
* Internal verification procedures include scrutiny of equality issues
* Curriculum areas are required to assess performance in relation to equality and take action as appropriate
* The procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities
* Targets are set on the recruitment of staff based upon the analysis of monitoring information
* Salutem’s publicity materials present appropriate and positive messages
* Learner induction programmes and tutorial programmes reflect Salutem’s commitment to promote equality of opportunity
* Appropriate training and development are provided to support the appreciation and understanding of diversity.

5.2 Staff are responsible for ensuring that:

* They are aware of Salutem’s statutory duties in relation to equality legislation
* Their schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of equality
* They challenge inappropriate behaviour by learners, work placement providers, outside contractors or other members of staff
* Salutem and each of its individual staff confront discrimination, whether witting or unwitting, whenever it occurs.

**Section 6 - Publicising our policy and Progress**

6.1 To learners:

* All learners receive a copy of the equal opportunities policy during induction.
* The induction programmes for learners highlight Salutems commitment to equality of opportunity, the action to be taken by learners who suffer discrimination and the action to be taken against such perpetrators of discrimination
* Tutors will reinforce this information during tutorials, in class or during work-based monitoring visits.

6.2 To work placement providers:

* All work placement providers will receive a copy of the policy and will be asked to signify their understanding of, and agreement to, these responsibilities

6.3 To staff:

* All staff will receive a full copy of the policy
* The staff induction programme highlights Salutem’s commitment to equality, action to be taken by staff who suffer discrimination and the action to be taken against any perpetrators of such discrimination
* A summary of the results of our monitoring information will be included in the Equality & Diversity Annual Report

**Section 7 - Complaints**

* 1. Salutem seeks to provide a supportive environment for those who make claims of discrimination or harassment on the grounds of age, disability, sex, sexual orientation, gender reassignment, race, religion or belief.
  2. Acts of discrimination (direct, indirect, by association or by perception), harassment, victimisation or abuse will be treated as a serious disciplinary offence.
  3. Staff or learners, who feel they are being discriminated against by other members of staff or by other learners, should raise the matter under the Grievance/Harassment Procedure, which will, if the accusation is upheld, be treated as a serious disciplinary offence.
  4. If, in the course of their work, members of staff suffer discrimination from members of the public, the Company will take appropriate action and provide appropriate support.
  5. Any discriminatory behaviour directed against staff by learners, or by learners against other learners, will be dealt with under the Learner disciplinary procedure.

**Section 8 - Review and Consultation**

* 1. This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice.