

## Equality and Diversity Policy

### 1. Overview

Apprentice Team Ltd has established this policy in order to provide guidance on our key principles in relation to equality and diversity within the company, across the delivery of learning and with all clients, suppliers and any individual who encounters Apprentice Team Ltd.

Apprentice Team Ltd are committed to providing equal opportunities for all and believe that individuals have an equal right to work and learn in an environment where they are treated with respect and dignity, free from discrimination regardless of their protected characteristics.

Apprentice Team Ltd is committed to offering opportunities to all individuals based solely on competence and individual merit, and not on any irrelevant factor such as age, sex, sexual orientation, race, creed, colour, nationality, disability, background or social status.

All employees have a duty to promote and comply with the equality and diversity policy and single equality plan throughout the duration of their employment with the company to ensure compliance of legislation.

The **designated contact** for Equal Opportunities at ATL is – **Jayne Robinson**.

The policy applies to the following key areas:

- Recruitment
- Working conditions
- Training
- Promotion
- Delivery of learning

### 2. Protected Characteristics

For the purpose of this policy, “protected characteristics” shall mean:

- Race
- Religion
- Creed
- Colour
- Political views
- Nationality
- Ethnicity
- Gender
- Sexuality or sexual preference
- Marital status
- Age
- Disability
- Personal or home life

### 3. Internal & Learner Recruitment

#### 3.1. Advertising

All jobs and opportunities will be advertised as widely as is reasonably practicable, to ensure that applicants come forward from a wide variety of back grounds and walks of life.

The company will not restrict the advertising of any job or position to any publication, place or medium which would exclude or disproportionately reduce applicants from any particular gender or age group, or from persons of a particular marital status.

No job or opportunity will be advertised in such a way, or with such requirements or prerequisites that it shall exclude or discourage applicants from any gender or age group, or from persons of a marital status.

#### 3.2. Short-listing

When short listing applicants for interviews or opportunities, Apprentice Team Ltd will take into consideration only the applicant's qualifications, experience and suitability for the role.

Names, ages, dates of birth and other irrelevant information should be obscured or removed from application forms prior to short-listing to avoid inadvertent or unintentional discrimination.

#### 3.3. Interview

Interviewers will not ask questions which relate to any protected characteristic.

Interviewers will ask all applicants the same set of questions to ensure equal treatment as far as possible.

Where an applicant identifies themselves as having a disability, Apprentice Team Ltd will make all necessary adjustments to accommodate at the interview.

#### 3.4. Selection

Clear and consistent selection criteria and scoring grids should be used.

Selection for employment should be based solely on merit and the ability of the individual to do the job.

### 4. Delivery of Learning

4.1. All employees within the organisation, whether in direct delivery of learning or otherwise must adhere to the policy when carrying out their job role and conduct out of business hours as a representative of the company.

4.2. Delivery personnel will continue to refresh equality and diversity knowledge through training provided by the company including short courses, induction, standardisation and team meetings and through directed or self-study.

4.3. All delivery personnel will continue to promote equality and diversity through learning sessions both in centre and within the workplace. Visit progress records must be completed each month by the individual tutor, documenting in the relevant sections the learning and embedding of this policy and library of resources.

4.4. Delivery personnel must continue to embed the British values throughout the duration of the learners' programme and throughout communication with any individual in relation to the company.

4.5. Delivery personnel will always continue to set the exemplary standards and demonstrate absolute respect, fairness and supporting the company principles of embracing differences and ensuring all learners excel in their personal and professional development regardless of any of the protected characteristics.

<b>Date</b>	July 2018	<b>Next Review Date</b>	July 2019
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## 5. Additional Promotion

- 5.1. Apprentice Team Ltd will continue to promote the policy through associated materials and visuals displayed throughout the learning centre and through the library of learning resources used in the delivery of learning.
- 5.2. Tutors will continue to monitor appropriate usage of IT systems within centre-based delivery and promote the policy to learners prior to the delivery and usage of systems. Full compliance of the policy and legal consequences of abuse in any of the protected characteristic to be embedded throughout delivery of IT usage. Learners must be reminded of the British values and the expectation of their conduct prior to usage of IT systems.
- 5.3. All employees within the business, extending to individuals supporting the company either through work experience or short-term project, will be made aware of the requirements of the policy and others as part of employee induction training
- 5.4. In addition to the above, the equality and diversity policy will be promoted through:
- Company website [www.apprenticeteam.org](http://www.apprenticeteam.org)
  - Enrolment inductions
  - Learner handbook
  - E-portfolio systems

## 6. Working and learning environment

The working environment, terms of service or rate of pay of any individuals directly employed by Apprentice Team Ltd shall be determined solely with reference to qualifications, experience, the job role undertaken, and the conditions enjoyed by other staff of the same grade. No protected characteristics shall be used as a pretext or motivation to treat an employee in any way differently from any other colleagues.

## 7. Training

All individuals directly employed by Apprentice Team Ltd shall be entitled to training or career development opportunities in line with their colleagues at the same level, who undertake a substantially similar job role. No employee shall be denied training or career development opportunities for any reason relating to protected characteristics.

## 8. Grievances

Where any individual directly employed by Apprentice Team Ltd feels that he/she, or one of his/her colleagues has been treated in a way which breaches this policy, they shall be entitled to bring a formal complaint under Apprentice Team Ltd grievance procedure.

## 9. Support and Guidance

For further guidance, clarity or support in implementing this policy, please contact the designated contact detailed below:

**Jayne Robinson**

Email: [jayne@apprenticeteam.co.uk](mailto:jayne@apprenticeteam.co.uk)

Tel: 01246 278931

**Commitment**

All employees are required to adhere to the equality and diversity policy and all other associated policies throughout the duration of their employment.

This policy applies to all aspects services delivered by Apprentice Team Ltd including recruitment and training.

Employees are fully committed to the policy and adhere to requirements both when representing the company otherwise and understand that by not complying with the policy either in part or whole could lead to disciplinary proceedings.

Name:.....

Position:.....

Signed:..... Date:.....

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