



Reynolds

Training Services

POLICY NAME	Equality and Diversity Policy		POLICY NUMBER	Po-007-RTS	
EFFECTIVE DATE	November 2023	NEXT REVISION	November 2024	VERSION NUMBER	1.1

VERSION HISTORY				
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED BY
1	John Reynolds	January 2020	Policy Implemented	John Reynolds
1	John Reynolds	January 2021	Annual Review – No Changes	Andrew Reynolds
1	John Reynolds	January 2022	Annual Review – No Changes	Andrew Reynolds
1.1	John Reynolds	November 2022	Update Logo / DO Phone Number	Andrew Reynolds
1.1	John Reynolds	November 2023	Annual Review – No amends	Andrew Reynolds

Approved by: John Reynolds
Position: Managing Director
Date: 15th November 2023

Approved by: Andrew Reynolds
Position: Centre Manager
Date: 15th November 2023

Introduction and Context

Reynolds Training Services Ltd (“the Company”) is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation. This Policy aims to remove unfair and discriminatory practices within the Company and to encourage full contribution from its diverse community. The Company is committed to actively opposing all forms of discrimination.

The Company also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied by the Company. The Company believes that all employees and clients are entitled to be treated with respect and dignity.

Objectives of this Policy

1. To reduce and prevent all forms of unlawful discrimination.
2. To ensure that recruitment, promotion, training, development, assessment, redundancy, and service provision are determined solely on the basis of capability, qualifications, experience, skills and productivity.

Designated Officer

Name	John Reynolds
Position	Director
Telephone Number	01469 558 212

Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religion, age, sexual orientation. Discrimination may be direct or indirect. The Equality Act 2010 defines direct discrimination as less favourable treatment because of a protected characteristic. The protected characteristics under the Equality Act 2010 are:

- ❖ age;
- ❖ disability;
- ❖ gender reassignment;
- ❖ marriage and civil partnership;
- ❖ pregnancy and maternity;
- ❖ race;
- ❖ religion or belief;
- ❖ sex; and
- ❖ sexual orientation.

Types of Discrimination

Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of colour, nationality, ethnic origin, gender, marital status, disability, religion, age, or sexual orientation.

Indirect Discrimination

This is the application of a policy, criterion or practice to a person which the employer would apply to others, but which is such that:

- ❖ It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- ❖ The employer cannot justify the need for the application of the policy on a neutral basis; and
- ❖ The person to whom the employer is applying it suffers detriment from the application of the policy.

Unlawful Reasons for Discrimination

Gender and Marital Status

It is not permissible to treat a person less favourably on the grounds of their gender or the fact they are married. This applies to both men and women. Sexual harassment of men and women can be found to constitute sex discrimination. For example, asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

Disability

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to the service and ability to be employed, trained, or promoted as a non-disabled person.

Race, Colour, Nationality and Ethnic Origin

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, or transsexual.

Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion.

Reasonable Adjustments

The Company has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- ❖ Making adjustments to premises;
- ❖ Re-allocating some or all of a disabled employee's duties;
- ❖ Transferring a disabled employee to a role better suited to their disability;
- ❖ Relocating a disabled employee to a more suitable office;
- ❖ Giving a disabled employee time off work for medical treatment or rehabilitation;
- ❖ Providing training or mentoring for a disabled employee;
- ❖ Supplying or modifying equipment, instruction, and training manuals for disabled employees; or
- ❖ Any other adjustments that the Company considers reasonable and necessary provided such adjustments are within the financial means of the Company.

If an employee has a disability and feels that any such adjustments could be made by the Company, they should contact the Designated Officer.

Principles

Our approach to equality and diversity is based on the following principles:

- ❖ **Fairness** – We will work in a way which promotes equality and diversity, and which does not discriminate against any of our employees, consultants, delegates, or apprentices.
- ❖ **Respect** – We will work in partnership with employees, consultants, delegates, and apprentices, to encourage a culture where everyone receives respect and can voice their diverse needs, knowing that they will be heard.
- ❖ **Honesty** – We will work towards a culture where all service users, staff, and volunteers have the opportunity to reach their full potential.
- ❖ **Expertise and excellence** – We will work to high standards to ensure that the diverse needs of employees, consultants, delegates, and apprentices are recognised and met.

Training and Education

The Company does:

- ❖ conduct a full training needs analysis relating to the understanding and management of diversity;
- ❖ consult key stakeholders and players on the organisational learning requirements;
- ❖ evaluate suppliers' training and secure budget for training design and delivery;
- ❖ integrate diversity into mainstream training and development programmes;
- ❖ establish education programmes for all staff (including programmes that move from awareness to behavioural change); and
- ❖ integrate diversity competencies into development programmes and assessment and selection processes.

Staff training records are held internally, and updated annually, or other such timeframe as dictated by those particular qualifications.

Communication and consultation

The Company does:

- ❖ establish key lines of communication across the business through consultation with key stakeholders;
- ❖ undertake an audit of existing communications channels so that compliance and inclusiveness are assured;
- ❖ ensure that communication imagery and graphics are inclusive, and reflect and reinforce the words within the documentation;
- ❖ develop "reporting back" communication lines to ensure feedback;
- ❖ ensure that mainstream business communications reinforce the inclusive messages and become mainstreamed into day-to-day processes; and
- ❖ communicate and celebrate the Company's successes in diversity.

Responsibility for the Implementation of this Policy

The co-operation of all employees, consultants & delegates is essential for the success of this Policy. However, the ultimate responsibility for achieving the objectives of this Policy, and for ensuring compliance with relevant Legislation and Codes of Practice, lies with the Company. Senior employees are expected to follow this Policy and ensure that all employees, subcontractors and agents do the same.

All employees, subcontractors and agents of the Company are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religion, age or sexual orientation.

Employees may be held independently and individually liable for their discriminatory acts by an Employment Tribunal and ordered to pay compensation to the person who has suffered as a result of discriminatory acts.

Acting on Discriminatory Behaviour

In the event that an employee or delegate is the subject or perpetrator of, or witness to, discriminatory behaviour, please raise this with the Designated Officer.