



# 1 Equality, Diversity and Inclusion Policy

## Policy Statement

PM Training & Assessing Ltd is committed to a policy of equality of opportunity and to diversity and eliminating unlawful discrimination in everything it does. We embrace diversity and will seek to promote the benefits of diversity in all our business activities. We will seek to develop a business culture that reflects that belief and for all to feel respected and valued. We will seek to widen the ways in which we recruit to ensure as diverse as possible employee and candidate base.

We are committed to encouraging equality, diversity and inclusion and will take positive steps to ensure that all current and prospective employees and customers are not discriminated against, either directly or indirectly, on the grounds of gender, age, disability, marital or civil partner status, sexual orientation, religion or belief, race, colour, nationality, ethnic or national origin, gender reassignment (i.e. transgender status) or pregnancy or maternity. We value the differences, needs and contributions a diverse workforce and customer base represents and promote dignity and respect for all, where individual differences and the contributions are recognised and valued.

Promotion of this policy will include discussion at induction, inclusion on the company web site and will be available to all interested parties on request.

We will continue to seek and promote the widest opportunities for all our staff to access training and development both internally and externally irrespective of their characteristics.

PM Training & Assessing Ltd places an obligation upon all our staff to respect and act in accordance with this policy. We are committed to providing equality and diversity training for all our staff.

PM Training & Assessing Ltd extends this positive attitude in respect of equality and diversity to our contractors, customers and the community in which we operate.

We will be an equality and diversity champion and leader in:

- promoting equality and diversity
- challenging and eradicating discrimination
- providing responsive and accessible services
- Adopting a zero-tolerance attitude to any bullying or harassment on inappropriate behaviour amongst our staff or towards our staff

We understand that equality and diversity are not the same but are complementary. Without recognising and, most importantly, valuing differences between people, there cannot be true equality of opportunity.

We will consider any possible indirectly discriminatory effect of our working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done. We will refuse requests for variations to working practices only if we have good reasons for doing so, that are unrelated to any protected characteristic. We will

comply with our obligations in relation to statutory requests for contract variations and will also make reasonable adjustments to our working practices for individuals with a disability

This document sets out the Equality and Diversity Policy of PM Training & Assessing Ltd . It explains why equality and diversity are important to us, the basic principles we will follow and how we intend to monitor and achieve this — that we do what we say. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

## **DEFINITIONS**

**Equality** is creating an even platform to enable everyone to access the same opportunities and is backed by legislation to prevent discrimination based on prejudices against any group.

**Diversity** is understanding and valuing the differences in people and believing that harnessing these differences will create a productive working environment and an enriching life experience where talents are fully utilised and business goals are met.

Valuing diversity means valuing the qualities that different people bring to their jobs, to the resolution of problems and to the development of business opportunities — rather than judging people's ideas by the extent to which they conform to our existing values or personal preference.

Managing diversity means recognising that both our staff and our customers are from differing cultural, ethnic, racial and gender backgrounds and have different religions or beliefs, nationalities, sexualities, ages, physical and mental abilities etc. By recognising those differences, PM Training & Assessing Ltd will make the most from our potential.

## **The Aim of our Policy**

- To ensure all staff are afforded equality of opportunity.
- To provide a fair structure of our procedures including Recruitment and Selection, Training, Disciplinary Policy Rules and Procedures and Harassment.
- To ensure all employees have equality of access to promotion and equal pay.
- To attract a diverse workforce that is truly representative of all sections of society and utilise the skills, knowledge and abilities available.
- To create a positive image as an employer and service provider.
- Increase performance and efficiency and prevent disciplinary and grievance cases.
- Zero tolerance of breaches of this Equality and Diversity Policy. All instances of alleged misbehaviour will be investigated thoroughly.
- To recognise the diversity of our clients and their diverse backgrounds, culture and needs and ensure that services are delivered appropriately.
- Endeavour to remove any barriers to access the services we provide.

## **Why equality and diversity are important for PM Training & Assessing Ltd**

The Equality and Diversity Policy covers both the work we do with our clients and how we function as an organisation. Throughout this policy the term 'staff' applies to officers, paid staff, consultants, contractors, agency staff and students on placement.

### **Who we are and what we do**

We recognise the nature of the work we do with our clients gives us a unique opportunity to promote equality through positive imaging and to tackle harmful or inappropriate stereotyping.

We will mainstream equality into all our work and ensure that all our staff understand how to promote equality and the issues and barriers experienced by all the protected characteristics.

PM Training & Assessing Ltd will:

- Remain independent and accountable.
- Treat everyone with equality, respect and empathy.
- Continually strive to improve and always act with honesty, transparency and integrity.

### **What we will do**

PM Training & Assessing Ltd will uphold equality and diversity:

- (a) in employment, by ensuring that no job applicant, employee, volunteer or trainee is unfairly discriminated against based on their gender, race, colour, nationality, ethnic or national origin, religion or belief, age, physical or mental capabilities, disability, marital or civil partnership status, transgender status, sexual preference, social background, sexuality, pregnancy or maternity or organisation role
- (b) in our business delivery, by providing appropriate and culturally sensitive services
- (c) by fostering a co-operative working environment which is free from harassment or victimisation and which promotes good relations among staff to create the conditions for the full development of their potential

### **Specific actions and commitments**

#### **Discrimination**

Staff must not unlawfully discriminate against or harass other people including current and former officers, directors, managers, employees, job applicants, clients, customers, suppliers, visitors or members of the public. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts) and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

**Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

**Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not

justified. For example, requiring employees to have held a driving licence for 10 years may be indirect age discrimination, unless that requirement could be objectively justified.

**Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.

**Associative discrimination:** where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership, and pregnancy and maternity).

**Perceptive discrimination:** where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they do not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity).

**Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

**Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## **Gender**

Our structures will be based on merit and skill not gender or sex.

- We will continue to work to ensure fair representation of women and men in our staff and in the services, we supply.
- We will ensure that women and men are not disadvantaged as a result of their sex.
- Where women and men's needs are different we will seek to meet them accordingly.
- We will challenge gender stereotypes.
- We will ensure our policies and procedures address these issues and where appropriate take positive action.
- We will ensure that we do not apply any direct or indirect discrimination to our customers or staff on the basis of gender (including transgender) marriage or civil partnership status.
- To tackle unequal pay between men and women PM Training & Assessing Ltd has a transparent and non-discriminatory pay system.

## **Gender Re-assignment**

People who plan to undergo, are undergoing, or have undergone gender re-assignment are protected against all forms of discrimination and harassment.

## **Trans-gender Status**

People who plan to undergo, are undergoing, or have undergone gender re-assignment are protected against all forms of discrimination and harassment. PM Training & Assessing Ltd will take positive steps to support a trans-gender person and ensure they are treated with dignity and respect.

## **Sexual Orientation**

PM Training & Assessing Ltd is committed to, and will build on its success in, creating a safe working environment for all its staff and customers with due regard to their sexual orientation.

We want PM Training & Assessing Ltd to be a place where people who are lesbian, gay, bisexual or transgender among our staff and customers feel it is safe and comfortable to be open about their sexuality. We will challenge negative views and if necessary, provide training so that there is a better understanding of the issue amongst our staff.

## **Disabled People**

### **The Social Model of Disability**

“At present disabled people do not have the same opportunities or choices as non-disabled people. Nor do they enjoy equal respect or full inclusion in society on an equal basis. The poverty, disadvantage and social exclusion experienced by many disabled people is not the inevitable result of their impairments or medical conditions, but rather stems from attitudinal and environmental barriers. This is known as ‘the social model of disability’ and provides a basis for the successful implementation of the duty to promote disability equality.”

### *The Equality Act 2010*

We have adopted the social model of disability as a fundamental principle and recognise that people are not disabled by their impairments but the way in which they are discriminated against by society.

The social model says that:

- Disability is caused by society’s failure to adapt itself to the different ways in which people accomplish activities
- Society in general (and the non-disabled majority in particular) bears the responsibility for disabling those people who are prevented from accomplishing activities in their own ways
- Disability can be best overcome by society learning to adapt to the variety of its citizens
- In the social model, disability is seen as the extra problems that people with impairments face because society is not geared up to take account of their needs.

PM Training & Assessing Ltd will:

- Increase awareness in the organisation about the needs of staff, customers and visitors with disabilities.
- Work to ensure our practices promote positive images of and attitudes towards disabled people.
- Ensure that our sites are accessible to people who have disabilities.
- We also recognise that disabilities may not always be visible and equally respect the wider needs of this group including individuals with mental health or debilitating conditions, including HIV and AIDS

## **Race and Ethnicity**

PM Training & Assessing Ltd serves people from diverse racial and ethnic groups and is proud of and will continue to maintain this tradition.

We will seek to implement positive action initiatives to assist staff to access and enhance their career development opportunities.

## **Religion and Belief**

PM Training & Assessing Ltd is committed to, and will build on its success in, creating a safe working environment for all its staff and customers with due regard to their religions or beliefs. We want PM Training & Assessing Ltd to be a place where all staff and customers who adhere to different religions or beliefs feel it is safe and comfortable to be open about their religion or belief. We will challenge negative views and practices and if necessary, provide training so that there is a better understanding of the issue amongst our staff.

## **Age**

PM Training & Assessing Ltd will continue to employ and provide work for people of all age groups and will ensure its practices do not adversely affect staff or customers because of their age.

We will ensure that we do not unfairly discriminate in the employment of staff or the provision of services on grounds of age, both old and young.

In implementing these principles, PM Training & Assessing Ltd will ensure that it meets all the necessary legal requirements and strive to set standards of good practice.

## **Procurement**

PM Training & Assessing Ltd will strive to ensure that the purchase of goods, services and facilities is undertaken in line with our equality and diversity commitments. We will endeavour wherever practicable to purchase from agencies or companies who share our values on equality of opportunity and diversity.

## **Work/Life Balance**

As for most small businesses, our business relies on the good will of our staff. We have a history of meeting individuals work/life balance needs on an individual basis.

Part-time and fixed-term staff will be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

We will continue to encourage our staff to tell us what they need and when in terms of working patterns, domestic and emergency needs. Wherever possible we will seek to continue to meet these needs, balance with the operational needs of the business.

This will include but is not limited to ensuring that staff have full access to their legal entitlement to parental leave e.g. maternity, paternity, adoption, shared parental leave, emergency domestic leave and the right to request flexible working patterns. We will support staff who are having children and take positive steps to facilitate their return to work after parental leave. We will do this for all staff irrespective of their individual characteristics or the need they identify.

## **Policy Implementation procedures and Responsibilities**

The responsibilities for implementation of the Equality and Diversity Policy are allocated as follows:

- (a) The board of directors have overall responsibility for the implementation of this policy and for ensuring compliance with discrimination law including regular review of this policy.

- (b) Managers have day-to-day operational responsibility for ensuring the Equality and Diversity Policy is implemented in their part of the organisation; for ensuring staff understand the policy and their roles within it.
- (e) In relation to this, managers must set an appropriate standard of behaviour, lead by example and ensure that team and individual work programmes promote equality and diversity and keep this under review.
- (f) Every member of staff has an individual responsibility to ensure this policy is actively implemented. This should be reflected in the development of work programmes and will be reflected in individuals' performance and conduct.
- (g) This policy will be circulated to all PM Training & Assessing Ltd employees, all candidates applying for positions with the company and all contractors.
- (h) Any questions about the content or application of this policy should be directed to paul@pmtanda.co.uk
- (i) Recommendations for change to this policy and suggestions for ways in which it might be improved may be made to Paul Martin

## **ANNEX A LEGISLATION**

The Equality Act 2010 now contains all relevant anti-discrimination legislation.

The act has extended protection to 9 'protected characteristics'. These are:

1. Age
2. Gender reassignment
3. Sex
4. Disability
5. Pregnancy and maternity
6. Sexual orientation
7. Race – including ethnic or national origin, colour or nationality
8. Religion or belief – including lack of belief
9. Civil Partnerships and marriage

**All printed versions of this policy will be considered as uncontrolled copies**