



Equal Opportunities Policy

Aim:

EDLounge will develop, promote and deliver its services, information and employment opportunities without discriminating on the basis of any aspect of an individual's background, or heritage which is used as justification for unfair treatment.

In order to achieve this, the centre will:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- have a comprehensive equal opportunities strategy which covers all aspects of anti-discriminatory practice.
- provide equal access to all aspects of education, irrespective of class, race, sex, age, sexual orientation or previous educational achievement
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
- ensure that disabled people, including those with learning difficulties, are treated fairly.
- make all reasonable adjustments to provision to ensure that disabled people are not substantially disadvantaged.
- help learners gain a positive image of themselves at all levels of achievement.
- respect cultural diversity.
- ensure all advertising, marketing and promotional material will reflect the Policy.
- ensure the policy will be monitored regularly.
- prevent occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- promote a good and harmonious working environment in which all persons are treated with respect, take lawful affirmative, or positive action where appropriate.
- fulfil all our legal obligations under the equality legislation and associated codes of practice.
- regard all breaches of equal opportunities policy as misconduct, which could lead to disciplinary proceedings.

The Head of Centre has specific responsibility for the effective implementation of this policy. We expect all our employees, learners and customers to abide by the policy and help create an equality environment which is its objective.

In order to implement this policy we will:

- communicate the policy to employees, learners and relevant others (such as partners, associates, contract or agency workers)
- incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- provide equality training and guidance as appropriate, including training on induction.
- ensure that those who are involved in assessing learners will be trained in non-discriminatory selection techniques.
- incorporate equal opportunities notices into general communications practices (e.g., staff newsletters, intranet)
- obtain commitments from other persons or organisations such as; sub-contractors associates, or agencies, that they too will comply with the policy in their dealings with our organisation and our workforce.
- ensure that adequate resources are made available to fulfil the objectives of the policy.

Monitoring and review:

- We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.
- The effectiveness of our equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we will develop an action plan to address the imbalance.

Complaints:

- Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures
- All complaints of discrimination will be dealt with seriously, promptly and confidentially.
- In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal
- Employees wishing to make a complaint to a tribunal, will normally be required to raise their complaint under our internal grievance procedures first.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

This policy will be reviewed every 12 months by the EDLounge Head of Centre.

Version No	Purpose / Change	Lead	Inception/ Review Date	Next Review Date
1	Document Inception	Cara Radford HR Manager and Safeguarding Lead	November 2016	November 2017
2	Document review update	Cara Radford HR Manager and Safeguarding Lead	November 2017	April 2019
3	Document review update	Ian Gunn Head of Centre	April 2019	June 2020