



EQUALITY & DIVERSITY POLICY

DOCUMENT CONTROL	
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Policy owner	Head of Skills and Training Designated Safeguarding Lead and Deputies Quality Coordinator
Scope: applies to who	All staff, learners, employers and visitors



INTRODUCTION

PDTT is committed to supporting equal opportunities and opposes all forms of unlawful or unfair discrimination. We seek to promote diversity and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to current legislation.

This document outlines our policy and commitment to equality, diversity, and inclusion for everyone within our college community including employees, students, contractors, and visitors. This document also includes information on how we put this policy into practice and how members of PDTT staff are responsible for helping to make this happen.

Our Equality, Diversity and Inclusion Policy is part of our legal obligation to the public sector equality duty as outlined in the Equality Act (2010).

This document also includes how we try to provide equality of opportunity for employees, learners, contractors, and visitors. Information on support available PDTT and a summary of the definitions of types of discrimination as set out in the Equality Act (2010).

SCOPE

PDTT is committed to the elimination of unfair discrimination and equality of opportunity in its provision of education, training, and employment. The policy applies to all learners and employees, and all visitors, employers, and contractors.

AIMS

- To ensure a supportive and inclusive learning, working and social environment is adopted to ensure that everyone feels that they are valued and can work to achieve their potential.
- To create an accessible organisation and extend opportunities in education, training and employment to those groups identified as under-represented in education and training to promote lifelong learning.
- To recognise that working towards equality of opportunity is not additional or marginal to its activities, but central to the efficiency and development of the organisation, as an employer and as a provider of education and training.
- All our employees, staff, learners, contractors, prospective learners and visitors are treated with dignity and respect.
- We are committed to providing equality for everyone, and to ensure that those with protected characteristics* are free from harassment (Equality Act, 2010).
- To enable everyone to feel free to be themselves.

**The Equality Act (2010) states it is against the law to discriminate against someone because of their: age; disability; gender identity; marriage or civil partnership; pregnancy or maternity; race; religion; sex; or sexual orientation.*



RESPONSIBILITIES

As a training provider, PDTT...

- Has a zero-tolerance approach to all incidents of abuse, harm and hate. Any incidents will be addressed and handled as part of our disciplinary code of conduct.
- Value diversity and promote equal opportunities for everyone.
- Promote respect and encourage good relations between people who share a protected characteristic and those who do not share a protected characteristic.
- Aim to meet the diverse needs of diverse groups and ensure freedom of speech while promoting shared values.
- Promote an inclusive and harmonious place of work and study where people respect others and where harassment and bullying, intimidation and violence are not tolerated.
- Prevent unlawful discrimination and victimisation.
- Meet our legal obligations.
- Take seriously and deal with situations where anyone has broken this policy.

The Board of Governors has ultimate responsibility for making sure this policy is followed in full. On a day-to-day basis, it is the direct responsibility of the Head of Skills and training to ensure the implementation of this policy. However, **all employees** have a responsibility to accept their personal involvement in applying it and must:

- Be familiar with the policy and ensure that it is followed by both themselves, and employees/learners for whom they have a responsibility.
- Complete Equality Diversity and Inclusion (EDI) training every two years.
- Always actively promote EDI throughout their employment at PDTT.
- Notify their line manager of any apparent instances of discrimination.
- Be aware of the benefits of diversity, equality and inclusion.
- Implement EDI when training learners and in engagement with employers, and other contractors.

PDTT expects all staff, learners, contractors, and visitors to keep to this policy and any associated policies. We expect all those employed by, learning with, working with or providing a service to PDTT to promote a culture which is free from illegal discrimination and all forms of harassment and bullying.

Disciplinary action may be taken against any employee who acts in breach of this policy. Disciplinary action may include summary dismissal in the case of a serious breach of this policy or repeated breaches. In other cases, it may include a warning (verbal or written). Disciplinary action (which may include summary dismissal) may also be taken against any employee who makes malicious or vexatious allegations of discrimination or victimisation. Such action will be taken in accordance with PDT's disciplinary procedure.

Breaches of this policy may also result in the employee responsible being held personally liable for compensation if the person who has been discriminated against takes legal action. All other individuals who work at or visit the charity are also required to comply with the terms of the policy.



All learners and staff are encouraged to report any concerns to:

Head of Skills and Training - Hoss Malek

PDT Training,
258 Harrow Road,
Westminster,
London,
W2 5ES

Contact: hoss@pdt.org.uk

0207 2668 241 / 07852 319919

DISCRIMINATION

The charity will regard the following as discrimination:

- The less favourable treatment of an individual or prospective employee on the grounds of sex, sexual orientation, gender reassignment, race or ethnic origin, age, marital status, religion, belief, nationality, disability, or pregnancy / maternity leave.
- The imposition of an unjustified requirement or condition which is such that fewer men, women, persons from ethnic minorities, married or disabled persons can comply, and which is to their detriment because they cannot comply.
- The less favourable treatment of a person who has threatened proceedings, given evidence or information, taken any action or made any allegation of discrimination on the grounds of sex, sexual orientation, gender reassignment, race, marital status or disability, religion, belief, nationality, or ethnic origin.
- The use of threatening, abusive or insulting language or behaviour with intent to cause another employee, prospective employee or visitor, harassment alarm or distress.
- The display of any writing, sign or other visible representation which is threatening, abusive or insulting to another employee, prospective employee, or visitor, so that that person feels harassment alarm or distress.

REPORTING A CONCERN OR INCIDENT:

PDTT recognises that anyone who feels they need to bring a complaint of discrimination or harassment may feel embarrassed and/or vulnerable. Those reporting a concern or incident will receive support and reassurance and are assured that their complaint will be treated in the strictest confidence. Individuals need not fear that they will be victimised for bringing a complaint.

Any person who is found to have victimised or retaliated against another for complaining about or giving evidence about discrimination or harassment, may be subject to disciplinary action, up to and including dismissal, in accordance with PDT disciplinary procedures.

Similarly, the charity recognises that those who are accused of discrimination or harassment need to have their views heard and the allegations made against them investigated thoroughly. The charity recognises that, whilst all acts of discrimination or harassment are serious, any action taken will depend upon the gravity of the allegation.

Where appropriate, an employee who feels that they have been the subject of discrimination or harassment should first inform the person responsible that their behaviour is discriminatory and, in



relation to harassment, unwelcome and ask them to stop. If the individual does not feel comfortable doing this, if the discrimination or harassment continues, or if there are employment consequences, a complaint should be made as follows:

- *The employee who believes that they are the victim of discrimination or harassment should report the incident(s) to their line manager and or tutor. If the employee would find this embarrassing or the complaint is against such a person, then the employee should make the complaint to their Line Manager or the Chief Executive Officer with details of the complaint provided in writing.*
- *The people to whom a complaint is made are under a duty to immediately investigate the complaint themselves, or if they feel unable to do so, should refer the complaint to the Chief Executive Officer.*
- *All complaints will be handled in a confidential and impartial manner. The investigating Manager should first discuss the situation with the employee affected. They should then make arrangements to interview the employee against whom a complaint has been made. These two procedures should be completed within a week of the complaint being made, depending on the availability of the parties, and should be fully documented.*
- *Employees against whom a complaint has been made are assured a fair and impartial hearing and the chance to put forward their side of the story. Full details will be given of the complaint in writing before the investigatory interview and the employee concerned will be offered the opportunity to be interviewed.*
- *It may also be necessary to place any person accused of sexual or racial harassment on investigatory suspension depending on the circumstances of the particular allegation(s).*
- *If it is necessary to interview other employees who may have witnessed acts of sexual or racial harassment, these employees can be assured of the same degree of confidentiality.*
- *After hearing both sides of the complaint, the investigating Manager should decide on the next steps based on the seriousness of the complaint. If the investigation reveals that the complaint is valid, the investigating Manager will take prompt action to stop the discrimination or harassment and to prevent its reoccurrence. The Charity's disciplinary procedures will be used as appropriate, and a disciplinary hearing will be convened before any disciplinary action is taken. The investigating Manager will inform both parties in writing of the outcome and the action to be taken as soon as that decision is made.*
- *If either party is dissatisfied with the outcome of the investigation or the disciplinary action taken, they should refer to the disciplinary or grievance procedures as appropriate.*

Where a complaint is upheld, the investigator will monitor the situation to prevent reoccurrence and to offer counselling to both individuals concerned.

Policy Review

This policy is reviewed annually and may be altered from time to time considering legislative changes or other prevailing circumstances.