

Equality and Diversity Policy

Lomax Training Services Limited wishes to secure genuine equality of opportunity whether required by legislation or not, in all aspects of its activities as an employer and training provider.

To this end, Lomax Training Services Limited will take every reasonable and practicable steps to ensure that there be no discrimination against any individual or individuals, including staff, directors, beneficiaries, learners, and customers on account of their disability, age, sexual orientation, race, religion or belief, gender reassignment, gender, marital status and civil partnership, pregnancy and maternity or any other criteria.

Aim

The overall aim of this policy is to ensure that Lomax Training Services Limited is a place where learning and working exists in an environment that promotes equality of opportunity, celebrates diversity and allows everyone to achieve to their potential.

All employees and learners are entitled to expect equality of opportunity in all aspects of their employment including its terms and conditions.

Every potential employee and learner is entitled to expect the recruitment process to be free of all unreasonable barriers

This policy will be communicated through different means to all staff, learners and customers.

Principles

- All individuals and groups are entitled to be treated with respect and regarded as of equal status and value, whatever their protected characteristic is. Protected characteristics are; disability, age, sexual orientation, race, religion or belief, gender reassignment, gender, marital status and civil partnership, pregnancy and maternity. (See Appendix 1)
- Education has a major role to play in promoting equality of opportunity and combating discrimination. Individuals and groups are entitled to work and learn in an environment that is free from harassment and discrimination and are entitled to protection from harassment and discrimination if they occur
- Good equality and diversity practice has a number of benefits including an increased diversity of people wishing to work and study with our company, improved levels of

recruitment and retention, increased staff and learner satisfaction and reduced grievances and complaints.

- Lomax Training Services Limited will take whatever steps are necessary including, if appropriate, use of the disciplinary mechanisms, to enforce the Policy. In addition, any employee, director, learner who considers that he or she is suffering from unequal treatment on any grounds may implement the grievance procedure.

Rights

All learners and staff have the right to work, study and progress in an environment where they:

- are fully respected
- feel welcomed
- are treated fairly
- have equality of opportunity for learning and training
- have full access, wherever possible, to the range of facilities and services
- feel confident that action will be taken to address any reported harassment or discrimination.

Responsibilities:

Employees and learners have a number of responsibilities; many of which are directly related to their jobs or roles, but the following are general instructions that apply to all employees and learners:

- I. All learners and employees shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination.
- II. Those individuals responsible for other employees and/or learners are not to discriminate when applying processes relating to training, advancement, performance management, transfer, redeployment, discipline, retirement, dismissal or redundancy, benefits, facilities and services.
- III. No employee or learner shall induce or attempt to induce other employees, learners or management to discriminate.

- IV. No one shall victimise an individual on the grounds that they have made complaints or provided information about discrimination or harassment.
- V. No employee or learner shall harass abuse or intimidate another employee or learner on any grounds.

All staff and learners should:

- Promote awareness of equality and diversity in a positive way, through staff and learner induction procedures and within working practices activities
- Show sensitivity towards, and respect for, cultural diversity and encourage this approach amongst colleagues and learners
- Contribute to the development of positive attitudes and the celebration of diversity in all aspects of the business.

Working Practices

Publicising and Advertising Vacancies

- All vacancies shall first be advertised internally in the first instance; if no internal candidate is appointed then the post shall be advertised externally.
- All recruitment material and processes, including advertisements will be available, or be offered, in a variety of media that reflects the basic requirements of the post. Use shall be made of local media, job centres and careers offices.
- All advertisements will state that Lomax Training Services Limited is an equal opportunities employer/training provider and that it welcomes applications from all (e.g. disabled people, lone parents, people from minority ethnic groups and any underrepresented groups).
- Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance for the job.
- A copy of Lomax Training Services Limited Equality and Diversity Policy Statement will be enclosed with all job application forms.

Recruitment

Recruitment practice and procedures shall be as open and as barrier free as possible.

- Application forms and other supporting material shall be free of personal questions or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description.

Selection criteria shall be kept under review to ensure that they are justifiable for the effective execution of the job. More than one person shall be involved in short-listing and selection for interview, and all involved shall have received training in equality and diversity.

- No applicant shall be disadvantaged by an interview's timing, location or facilities
- Reasons for selection or rejection of applicants shall be recorded
- If recruiting through recruitment agencies, Lomax Training Services Limited will only work with recruitment agencies that have signed up to the REC Diversity Pledge.

Training

Lomax Training Services Limited policy of equality extends to training:

- Each employee has the right to expect not to be unreasonably discriminated against, either directly or indirectly, in the opportunities to be trained, in how it is provided, where it is provided and through what medium
- All new employees shall receive induction training within one week of starting work to increase their awareness on equality and diversity and to give them a good understanding of the organisation and its policies and practices
- All staff be trained to understand their rights and responsibilities especially pertaining to equality and diversity
- Regular and appropriate training will be provided to all staff to enable them to perform their jobs effectively and to ensure that they have the best opportunities for advancement.
- All staff involved in selection or interviewing shall be trained to ensure that appointments are made on an objective basis.
- Personnel involved in management, selection and dealing with the public shall receive relevant training with regards to their equality & diversity rights and

responsibilities and receive guidance in the law,

best practice and organisational policy, their own personal responsibilities and corporate liability under the law and the nature and effect of both reasonable and unreasonable discrimination.

Marketing

All publicity and marketing materials will project a positive image of disadvantaged and under-represented groups and will not discriminate against any group or individual.

- All of our course information and recruitment advertisements will actively promote Lomax Training Services limited to encourage applications from members of under-represented groups.
- Lomax Training Services Limited publicity and marketing information will be circulated as widely as possible and all materials printed or otherwise, produced for publicity does not discriminate against groups or individuals.
- When distributing marketing materials, the choice of target groups should include all people in the community and not discriminate against individuals or groups of people. Lomax Training Services Limited promotes inclusion by careful selection, design and monitoring of materials.
- We will make sure all text and images follow this equality and diversity policy.
- All material published by Lomax Training Services Limited will seek to avoid the use of offensive and discriminatory language and images.

Policy Implementation

The Managing Director has overall responsibility for the implementation of this policy. Each manager is accountable for delivering the equality commitments in their areas of responsibility and all employees are expected to abide by the policy. To implement this policy, we will:

- Include appropriate equality objectives and responsibilities in each job description

- Provide our employees with the necessary knowledge and skills to help ensure that the workplace is free from discrimination and harassment
- Train all those who are involved in recruitment and selection, whether for vacant posts, promotions or training opportunities
- Regularly review our employment policies and procedures to ensure they do not unlawfully or unfairly discriminate
- Gather equality information on our workforce and job applicants Make all necessary reasonable adjustments and consider options for flexible working
- Work to make our workforce more representative and where possible, undertake lawful positive action
- Make sure that there are sufficient resources in place to implement this policy effectively

Policy Monitoring

- The Quality Manager is responsible for monitoring the effective implementation of the Equality & Diversity Policy with overall responsibility for its implementation and supervision remaining with the Senior Management Team.
- All aspects of personnel policies and procedures shall be kept under review and as part of this, and in order to identify the effectiveness of policy implementation
- Employees are entitled to access, check, correct and up-date their own record of these details. Otherwise access to this information shall be restricted and controlled by the Finance Manager.
- Monitoring of learner profile make up compared to the regional or sector make up will be carried out on an annual basis and reports will be discussed and analysed.
- Staff and learners will be monitored from application to exit and any disparities will be looked at and addressed if required.

Policy Review

The Staff and Learner Equality and Diversity Policy will be reviewed annually by the Quality Meeting Group. An equality and diversity action plan has been implemented which runs alongside the Equality and Diversity policy and the Quality Meeting Group

Complaints

All staff and Learners have the right to make a complaint of a breach of this policy. This will be dealt with promptly, fairly and confidentially.

Ownership

Jim Lomax (Managing Director)

Appendix 1

Protected characteristics: definitions

Throughout the guidance you will see reference to these 'protected characteristics'. This page gives you more information on each of the nine protected characteristics.

Age

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender reassignment

The process of transitioning from one gender to another.

Marriage and civil partnership

Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race

It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion and belief

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex

A man or a woman.

Sexual orientation

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes

Legal Requirements/Acts/Legislation and Reference

The Equality Act came into force on 1st October 2010 and replaced previous anti-discrimination legislation including:

- the Equal Pay Act 1970;
- the Sex Discrimination Act 1975;
- the Race Relations Act 1976;
- the Disability Discrimination Act 1995;
- the Equality Act 2006, part 2
- the Employment Equality (Religion or Belief) Regulations 2003;
- the Employment Equality (Sexual Orientation) Regulations 2003;
- the Employment Equality (Age) Regulations 2006;
- the Equality Act (Sexual Orientation) Regulations 2007).
- the Equality Act aims to harmonise the various discrimination strands which developed

under previous legislation. The protected characteristics under the Act are:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and maternity
- Race
- Religion or Belief
- Sex
- Sexual orientation. The Act prohibits seven different types of discrimination in relation to the protected characteristics:
 - Direct discrimination
 - Associative discrimination
 - Indirect discrimination
 - Harassment
 - Harassment by a third party
 - Victimisation
 - Discrimination by perception.