



# **Equality & Diversity**

**Policy for  
equality, diversity  
and inclusion**

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# Contents

1.	Statement of Policy	
1.1	Introduction	4
1.2	Purpose of Policy	4
1.3	Definitions	5
2.	Roles and Responsibilities	
2.1	For Steve Willis Training Centres	6
2.2	For apprentices and customers	6
3.	Communication and Awareness	
3.1	Communicating this policy	7
3.2	Monitoring this policy	7

# 1. Statement of Policy

## 1.1 Introduction

Steve Willis Training Centres believes that it has created and maintains an inclusive working and learning environment that respects and celebrates difference. Everyone has the right to participate fully, give their best and achieve their full potential in a climate free from discrimination or harassment.

## 1.2 Purpose of Policy

We aim to provide an atmosphere where everyone feels valued and empowered to perform to their potential, regardless of the way many people are different, including:

- race
- gender
- gender reassignment
- sexual orientation
- marital or civil partnership status
- disability
- pregnancy & birth
- age
- religion or belief

Steve Willis Training Centres is committed to advancing equality and eliminating discrimination on these grounds. We believe that equality, diversity and inclusion bring tangible benefits for all our customers, including apprentices and their employers. For our apprentices this means a training environment taking into account their individual requirements.

This policy applies to all staff, including senior managers and directors, paid staff, consultancy staff, volunteers and sessional workers, agency staff, apprentices and course delegates or anyone working on behalf of Steve Willis Training Centres.

## 1.3 Definitions

The Equality Act 2010 recognises the following types of discrimination:

- Direct discrimination, including associative and perception discrimination
- Indirect discrimination
- Harassment
- Victimisation
- Discrimination arising from a disability
- Failure to make reasonable adjustments

## **2. Roles and Responsibilities**

It is the responsibility of all staff, consultants, customers, apprentices and apprentice employers to work together towards combating all forms of discrimination. This includes reporting all incidents of discrimination through the proper channels. Breaches of this equality and diversity policy will be taken seriously and may be regarded as misconduct. This may result in disciplinary action up to and including suspension or withdrawal from the apprenticeship programme.

### **2.1 for Steve Willis Training Centres**

Steve Willis Training Centres will:

- Deal with all allegations of discrimination, harassment and victimisation sensitively and investigate fairly and thoroughly
- Treat any form of discrimination, harassment or victimisation carried out by an individual as a matter for possible disciplinary action
- Ensure that equality and diversity is built into all aspects of the apprenticeship programmes
- Ensure that all learning takes place in a supportive environment free from discrimination or harassment
- Provide training in equality and diversity to apprentices and staff, to give them the opportunity to develop their skills and confidence and to deal with equality and diversity issues in a professional manner
- Lead by example in our dealings with customers, apprentices, employers and work placements
- Help apprentices, employers and work placements to improve their equality and diversity practices

### **2.2 for apprentices and customers**

- Treating trainers, assessors, other apprentices and work colleagues with dignity and respect
- Not doing anything that would discriminate against or harass others because of their race, disability, gender, pregnancy and birth, gender reassignment, age, sexual orientation, religion or belief, marital or civil partnership status
- Reporting any bullying or harassment

## 3. Communication and Awareness

### 3.1 Communicating this policy

Steve Willis Training Centres will use a number of different ways to communicate our policy so that all our staff, apprentices, employers and others:

- Understand our commitment to equality and diversity
- Understand roles and responsibilities
- Know where to seek advice and guidance

These methods will include equality and diversity being covered via:

- Sign up processes for new apprentices and new employers
- Staff training/briefing meetings
- Information in apprentice and employer handbooks
- Employer/apprentice induction
- Apprentice progress reviews
- Employer briefings and newsletters

### 3.2 Monitoring this policy

The Apprenticeships Manager is responsible for the implementation of this Equality and Diversity Policy.

If you wish to report an incident you should report this to a trusted member of staff or contact:

#### **The Apprenticeships Manager**

Email: [apprenticeships@stevewillis.com](mailto:apprenticeships@stevewillis.com)

Phone: 01444 870860 – Option 2

In person: Apprenticeships Office, Burgess Hill Centre (Mon-Thurs)