

Equality, Diversity and Inclusion Policy

1. Scope and context

Diamond People [NE] Ltd T/A Tyneside Training Services [TTS] is a training provider primarily within the Transport and Logistics sector. Our training provision includes face-to-face, online and blended delivery

2. Policy Statement and Aims

- 2.1 TTS is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.
- 2.2 The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.
- 2.3 The organisation - in providing training services and facilities - is also committed against unlawful discrimination of customers or the public.

The purpose of this policy is to:

- 2.4 Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- 2.5 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
 - ☐ sexual orientation
- 2.6 Oppose and avoid all forms of unlawful discrimination. This includes in:
 - ☐ recruitment
 - ☐ pay and benefits
 - ☐ terms and conditions of employment
 - ☐ promotion
 - ☐ dealing with grievances and discipline
 - ☐ dismissal
 - ☐ redundancy
 - ☐ leave for parents
 - ☐ requests for flexible working
 - ☐ selection processes for employment, promotion, training or other developmental opportunities

3. Commitment Statement

TTS commits to:

3.1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense

3.2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3.3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

3.4 Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

3.5 Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

3.6 Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

3.7 Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

4. Policy Promotion

The equality, diversity and inclusion policy is fully supported by senior management.

- 4.1 A thorough induction is completed with all new employees that includes a review and acceptance of this policy. This induction also includes the completion of a mandatory training programme covering the practical implementation of this policy.
- 4.2 Learners also complete an induction that includes the review and acceptance of this policy.
- 4.3 Annual refresher training is completed by employees, in accordance with TTS' CPD policy.
- 4.4 Equality, diversity and inclusion activities and assessments are embedded into programme to support learners to build knowledge, skills and behaviours that promote inclusivity and diversity in society.
- 4.5 This policy is available to all stakeholders via the TTS website and/or the TTS SharePoint


5. Our disciplinary and grievance procedures

- 5.1 Details of TTS's grievance and disciplinary policies and procedures can be found in the staff handbook. This includes with whom an employee should raise a grievance.
- 5.2 Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

6. Review and Monitoring

- 6.1 The board of directors will review this policy on an annual basis or when there are any legislative or other changes that need to be reflected in this policy.
- 6.2 TTS' data systems will be used to monitor information on learner admissions, progression and destinations to ensure that equal opportunities are promoted and upheld.

7. Version Control

Version:	4.0
Reviewed by:	Jeff Nutter
Position within the company:	Director
Signature:	
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