

Equal opportunities policy

Our Equal Opportunities Statement

- * We are committed to promoting equal opportunities in all of our activities.
- * We value diversity and encourage fairness and justice.
- * We want equal opportunities for all in work, access to work, and learning and for all to live free from discrimination and victimization.
- * We will not tolerate discrimination within our own organization and will use our position as a training provider, wherever possible, to help overcome discriminatory barriers.
- * We will treat all our customers, employee and those with whom we come into contact fairly and as individuals taking into account their individual needs, circumstances and aspirations.
- * We will observe the equal opportunities supporting statements contained in this Policy.

In order to meet the aims of this Statement we will

- * Encourage equality of opportunity for all and actively promote good relations
- * Eliminate any conditions, procedures and individual behavior that can lead to discrimination even where there was no intent to discriminate, with particular regard to Race, Gender, Disability, Sexuality, Age, Religion and Belief and Culture
- * Recognize that individuals and groups of individuals may experience disadvantage and discrimination on more than one issue
- * Offer our services fairly to all ensuring that anyone in contact with us is treated with respect, making provision for those groups and individuals within the community whose needs and expectations are less well met.
- * Comply with the letter and spirit of all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support such legislation.
- * Ensure all employment policies, procedures and guidelines reflect and reinforce our commitment to equality of opportunity.
- * Ensure mechanisms are in place for responding to complaints of discrimination and harassment from our employees, our customers and all with whom we come into contact
- * Encourage disadvantaged groups and individuals to participate on our programmes
- * Make this policy known to all our employees, job applicants, partner organizations and customers
- * Periodically (at least once every year) review this Policy.
- * Comply with the spirit of all equality of opportunity legislation and regulation and where possible exceed the legal requirements in our promotion of equality of opportunity.

Accessibility of our Services

- * We deliver training to the people of West London. In pursuing this aim, we will strive to contribute to the establishment of a just society which gives all equality of

opportunity.

- * We recognize that, insofar as is reasonably practicable, our services must be accessible to and appropriate for all the members of the community who might wish or need to use them.

In order to ensure accessibility of our services we will

- * Facilitate physical access into the buildings we control. If unable to do so we will Endeavour to provide a reasonable alternative method of making our services available to all groups and individuals who wish to access them.
- * Where we do not control buildings we will Endeavour to persuade building owners to facilitate such access
- * Use communication methods that are appropriate and sensitive.
- * Where possible produce publicity and information materials in relevant languages

Employment, Training and College Development

- We are committed to ensuring that all our employment policies, procedures and guidelines will reflect and reinforce our commitment to equality of opportunity.

In order to ensure equality of opportunity in these areas we will

- * Cultivate and develop a prejudice-free and supportive working environment.
- * Recruit and train a workforce which is sensitive to the needs of the diverse local population

Recruitment and Selection

In order to establish and maintain a fair and transparent recruitment and selection process we will

- * Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.
- * Work towards ensuring that through recruitment our workforce represents the community it serves.
- * Be committed to equality of opportunity for all people and protect against all forms of discrimination
- * Continually review our recruitment process to ensure that we do not discriminate or discourage applications from any section of the community.

Training and Organizational Development

In order to establish and maintain a fair and transparent training and development process we will

- * Seek to ensure that all employees and learners are developed to their full potential by the provision of appropriate and accessible learning opportunities in line with their needs and aspirations
- * Include equalities training as part of our Induction programme for employees and

learners and ensure that this is underpinned throughout employment and in all course delivery. We understand that Induction is an important process so that all new employees and customers receive an understanding of our aims and culture and in particular the requirements of this Policy.

- * Include equalities training as part of our employee development programme. We recognize that effective training of employees is a significant consideration leading to equality of opportunity in the work place. To ensure such equality of opportunity we will ensure that training is accessible to all employee, where the need is identified and dependant upon employment requirements. We are committed to ongoing formal and informal training of all employees.
- * Ensure that teachers address and observe equal opportunities in the classroom
- * Ensure that each learners completes an equal opportunities goal on their ILP and subsequent reviews
- * Ensure that equal opportunities is a standing item on all employee meeting agendas
- * Obtain customer feedback on equal opportunities issues in College.
- * Ensure that learners are aware of their rights and obligations in respect of equal opportunities.
- * Investigate promptly and rigorously any equal opportunities issues raised by customers, employees, funding bodies or other stakeholders
- * Implement fair and transparent grievance and disciplinary procedures

Review

This Policy will be reviewed on at least an annual basis, and more frequently should the need arise out of changes in legislation, practice or contractual requirements.

Responsibility

Overall responsibility for the implementation of this Policy lies with Harjinder Grewal.

Equal Opportunities Policy Supporting Statements

Race Equality

We are committed to promoting a cohesive society and eliminating unlawful racial discrimination. We will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.

Disability Equality

We will not treat a person less favorably directly or indirectly on the basis of his/her disability and will promote equality of opportunity for people with disabilities.

Gender Equality

We will not treat a person less favorably directly or indirectly due to gender or marital status.

Sexual Orientation

We will not discriminate directly or indirectly on the grounds of sexual orientation.

Gender Reassignment

We will not discriminate directly or indirectly on the grounds of gender reassignment.

Religion and Belief

We will not discriminate directly or indirectly on the grounds of religion or belief. Both employee and Customers of the College are drawn from a wide variety of religions and political and personal beliefs. We believe that it is fundamental to the successful delivery of our programmes that all Customers and employee should respect the personal beliefs of others and work together in a co-operative environment, without fear of discrimination or harassment on matters of personal belief. Accordingly it is our rule that religious, political and personal beliefs should not be discussed in the College premises, and that religious literature and other like material should not be brought into the College. We do however respect the customs and habits of all religions and ensure that our delivery is tailored, where possible, to meet religious requirements and holy days.

Age

We will not discriminate against a person on the grounds of their age

Bullying

We believe that bullying (both verbal and physical) is unacceptable. Both Customers and employee are entitled to work and train in an environment which is free from all types of bullying. We will not tolerate any form of bullying either by employee or Customers. If on investigation a customer or employee member is believed to have bullied another person, strong disciplinary action will be taken

Stress

We are aware that the management of stress to both employee and students is an essential part of its role as a caring Employer and Training Provider. It is our aim to ensure that those who may be suffering from stress or susceptible to it are quickly identified and measures taken swiftly to solve difficulties. It is important to employee and Customers that they are able to work in an environment which is, as far as is possible, free from stress, as we recognize that those subject to stress will not prove effective in their jobs or training programmes.

Harassment and Victimization

It is our Policy that no employee and no customer should suffer either victimization or harassment as a result of their employment or their learning experience at the College. We will take strong disciplinary action against any customer or employee who harasses or victimizes any other customer or employee.