



# **Equality and Diversity Policy**

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**Responsibility: Envisage Business Partners**

**Version - 4**

## **Equality & Diversity Policy Statement**

Envisage has an Equality and Diversity Policy in which we detail our commitment to not discriminate on the grounds of gender, race, colour, nationality, and national or ethnic origin, marital status, sexual orientation, age, and disability, political or religious belief.

Envisage believes that all learners and team members have the right to be treated with dignity and respect and we will not condone or permit harassment or discrimination through any of our business activities.

We will deliver this commitment to by doing the following:

- Full compliance with any legislation relating to promoting equal opportunities.
- Promotion of practices and procedures that ensure equal opportunities are offered to everybody who wishes to learn on any of our courses.
- Consideration of the needs of all potential learners when running or developing courses to minimise the need to make reasonable adjustments for candidates with particular requirements.
- Not passing on the costs of any reasonable adjustments we make to any of our learners
- Developing assessment practices that avoid unnecessary barriers to achievement.
- Ensuring fair and equal assessment for all learners including those with particular assessment requirements.
- Regularly reviewing all publications and material produced by Envisage to ensure that they are free from bias.
- Promotion of the principles of equality, diversity and accessibility.
- Monitoring and reviewing our policy on an annual basis, Ensuring that our team is given training and instruction on promoting equality and diversity when delivering courses for Envisage
- Providing statistical information on how we are delivering on our commitment
- Reviewing and updating our policy annually taking into account all changes to current legislation, and issuing an updated policy statement to our team

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**Envisage Business Partners**

**May 2018**

This statement is reviewed annually.

## **Vision**

Envisage is committed to equal opportunities for all, and will ensure that everyone associated with its services will also commit to this, including taking positive action towards the effective implementation of its policies. We want to develop a culture where ideas flourish and are shared. We acknowledge the responsibility and key role we have as a training provider to prepare our learners and team for the future through increasing their understanding of the importance and relevance of diversity

## **Purpose**

The purpose of this policy is to provide equality and respect, and to promote the diversity of all people. Envisage will strive to eliminate discrimination in all its forms and in all the functions of the business by consistently challenging behaviour and prejudice that discriminates against individuals on the basis of the 9 protected characteristics as stated in The Equality Act 2010:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy and Maternity
6. Race
7. Religion and Belief
8. Sex
9. Sexual Orientation

## **Scope of Policy**

This policy applies to all partners, team members and learners together with those contracted to work at or for Envisage. For the purposes of this policy Envisage has adopted the following definitions:

- Diversity means recognising, valuing and taking account of people's different backgrounds, knowledge, skills and experiences, and encouraging and using those differences to make the way we work and learn more creative, efficient and innovative
- Direct discrimination is treating a person less favourably than others due to a protected characteristic
- Indirect discrimination is the applying of a requirement or condition, which, although applied equally to everyone, is such that a considerably smaller proportion of a particular group can comply with it and it cannot be justified
- Harassment is the violation of a learners dignity, or, the creation of an intimidating, hostile, degrading, humiliating or offensive environment relating to a protected characteristic
- Victimisation arises where someone is treated badly because they have made a complaint or helped someone else make a complaint by giving evidence

## **Our Commitment**

- To maintain a safe environment for both staff and learners, which is free from discrimination, where harassment, bullying and violence are confronted and where work is done with perpetrators to change behaviour.

- To take positive action to ensure that Envisage reflects the current status quo and prepares for the future diversity of our communities including promoting strategies to widen participation and encourage application and enrolment of non-traditional learners
- We are committed to building a diverse and socially inclusive workforce that is responsive and appropriate to all our service users
- To provide an environment that ensures equality of opportunity, respects and protects the dignity of individuals and is free from discrimination, harassment, victimisation or bullying of any kind.
- To provide the team with training and development opportunities to enable them to meet the diverse needs of learners and the team, and to develop awareness of individual difference appropriate to their job role.
- To forge and maintain links with appropriate community, education/training or support agencies to ensure that we are up to date with community needs, and regional and national developments.
- Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings
- This policy will be monitored and reviewed annually through Self Assessment and Quality Improvement.
- An annual updated policy statement will be issued to all our staff
- To monitor key performance indicators such as success by each of the 9 protected characteristics.

## **Responsibilities**

All partners, team members and learners have a responsibility to ensure that they do not ignore or condone discrimination, harassment, victimisation and bullying by others of any kind and to ensure their own conduct conforms to the expected standards and reflects this policy document.

Partners are responsible for:

- Ensuring that everyone is treated fairly and equally and
- Ensuring staff and participants are encouraged, supported and enable to reach their full potential
- Implementing and supporting the aims of this policy

Individual team members are responsible for:

- Implementing and supporting the aims of this policy
- Promoting equality of opportunity
- Contributing to an environment free from intimidation and celebrates diversity

Learners are responsible for:

- Respecting all learners within groups
- Respecting all team members
- Compliance with Envisage's equal opportunities statement and policy

## **Dealing with Complaints**

If a learner or a team member believes that they have suffered any form of discrimination, harassment or victimisation Envisage will take any suspected case seriously. All complaints will be dealt with in accordance with the agreed procedures as stated in Envisage's customer service and complaints policy. Anyone who makes a complaint of discrimination will not be victimised and we will make every effort to ensure victimisation does not occur and that any complaints are dealt with promptly. Learners can raise this matter through the complaints procedure. Team members can raise such issues by following the grievance procedure.

## Breach of the Policy

Envisage will take any breaches of this policy by team members, learners and visitors seriously. Any such instances will be investigated and where appropriate will be considered under the relevant disciplinary policy.

## Facilities and working practices

Whenever reasonably practicable to do so, we will commit to making 'reasonable adjustments' to the working environment to give learners, team members or visitors with disabilities, equal opportunities.

## Learners

- All Learners will be given equal consideration and will not be discriminated against on any grounds
- Envisage welcomes and supports people with any form of disability, including specific learning disabilities, and will make reasonable adjustments and endeavour to meet specific requirements.
- All venues used by Envisage will be suitable for learners with a disability.
- All selection processes will be thorough, carried out objectively, and will only address the learner's suitability for the contract requirements.
- All team members who are in contact with learners are responsible for promoting equality and to avoid bias and discrimination in these areas. This will be actively promoted in all delivered sessions, assessments and feedback.
- Learning materials will be non-discriminatory and accessible to all.

## Standard adjustments that may be requested are:

- **Modified Enlarged Exam or Assessment Paper for candidates with visual impairment.** Access to a paper with enlarged text would give them access to a fair assessment
- **Exam or Assessment Time Extension** – extra time **is not** allowed for practical assessments. An allowance of up to 25% extra time is permissible for exam papers if the candidate has learning difficulties supported by an official assessment/report.
- **Use of a Reader** – for candidates with visual impairment or below average reading skills. The reader is a responsible adult who reads the questions to the candidate. They must not be the course tutor, relative, friend or peer of the candidate. The reader must only read the question paper instructions and the questions, but **must not** explain or clarify any of the questions
- **Use of a Scribe** – for candidates who cannot write legibly due to learning difficulties such as dyspraxia. The scribe is a responsible adult who writes down a candidate's dictated answers to the questions and must not be the course tutor, relative, friend or peer of the candidate. The use of computer software that produces a hard copy of the candidate's dictated speech is permissible as a scribe.

## Team Development

Envisage is committed to providing a development programme that provides all team members with an awareness of issues relating to equality and diversity. On-going training on equal opportunities will form part of our philosophy, planning and development.

**Development** may include:

- Attendance at external events and networks
- Sharing good practice workshops with a focus on identifying good practice in the incorporation of equality and diversity into the development and delivery of assessment, learning and teaching
- Planning to embed equality and diversity in teaching and assessment
- Basic awareness training
- All new employees will attend a thorough induction programme that will cover their responsibilities as employees, the company's responsibilities to them in respect of all aspects of their employment, training, development, equal treatment and health and safety.
- Endeavours to create a learning environment in which all employees feel comfortable regardless of their Protected Characteristic.
- Regular appraisals and development reviews where all parties are encouraged to provide constructive feedback and evaluation based upon skills and behaviours assessment.

## **Recruitment**

All appropriately qualified applicants will be given equal consideration during the recruitment process and will not be discriminated against on any grounds.

## **Monitoring**

Statistical information is collected by Envisage Partners in order to monitor and ensure adherence to this policy and to identify any shortfalls in equality of opportunity.

Applications, success, additional support, and attendance will be monitored and reported in annual self-assessment report and issues identified through the quality improvement plan.

Diversity/Equal Opportunities is an agenda item at Management/Team meetings. Reports and recommendations are discussed.

A record of all incidents and complaints is maintained.

Envisage will review this policy in accordance with the results shown by the monitoring. If changes are required, we will ensure these implemented.

## **Management of Complaints**

All complaints are managed through the Envisage Partnership, which includes identification of a complaint that may have an equality or discrimination dimension. This is flagged up to the investigator and monitored through the investigation, resolution and monthly monitoring reports.

## **Code of Ethics**

This Code of Ethical Practice defines what is best in good practice for professionals in the fitness industry by reflecting on the core values of rights, relationships, responsibilities and standards.

## **Documents related to this policy**

Reasonable Adjustments of Assessment policy  
Customer Service and Complaints policy  
CPD log