

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

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1. SCOPE

Equal opportunity initiatives typically take place because the law has compelled organisations to create a 'level playing field' in the workplace. They aim to ensure that individuals, irrespective of their race, sex or disability can have equal access to employment opportunities and the services that different organisations provide. The law plays an important part in ensuring that the rules are fairly applied.

Diversity recognises that each of us are different and unique, consequently, it makes sense that treating everyone the same is not necessarily going to work. Different people will have aspirations, expectations, opportunities, responsibilities and needs. Therefore treating people fairly means recognising their differences, respecting them and acting accordingly. In short, diversity is about valuing differences.

EasTec UK Ltd values diversity and equal opportunities and its policy reflects that no person with whom EasTec UK Ltd has any direct involvement shall be discriminated against either directly or indirectly on the grounds of his/her:

- Ethnicity
- National origin/nationality
- Gender reassignment
- Sexual orientation
- Employment status
- Marital status
- Political affiliation
- Criminal record (unless the nature of the offence makes the individual unsuitable for a particular post)
- Age
- Social class
- Disability
- Pregnancy and maternity
- Role as a parent/guardian/carer
- Religion/beliefs
- Trade Union Membership

EasTec UK Ltd understands the diverse nature of individuals by:

- Appreciating the needs of individuals
- Meeting the needs of customers and stakeholders
- Ensuring information and learning opportunities are available to everyone

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- Ensuring individuals are not prejudiced
- Insensitivity to difference – ensure individuals are not ignored and will be included
- Over generalisation – efforts are made to obtain individual information
- Assumed homogeneity – differences of individuals are acknowledged
- Overt double standards – provide the same treatment
- Under representation or exclusion – include individuals whenever relevant
- Stereotyping – avoid stereotyping individuals

2. RESPONSIBILITIES

EasTec UK Ltd has overall responsibility for ensuring the policy is implemented and for monitoring its effectiveness.

It is the individual's responsibility to:

- Ensure the policy is implemented
- Inform EasTec UK Ltd if they become aware of any discrimination practices
- Help to create a working environment in which all individuals are valued and respected.

Persons not employed by EasTec UK Ltd but who are engaged to carry out work for EasTec UK Ltd are required to adhere the terms of this policy.

3. COMMITMENT

EasTec UK Ltd is committed to upholding and promoting equality of opportunity through all aspects of its work and will treat all people with dignity and respect, valuing the diversity of all. It will eliminate all forms of discrimination and will tackle social exclusion, inequality, discrimination and disadvantage.

EasTec UK Ltd's goal is to work towards a just society free from discrimination, harassment and prejudice and to embed this in all its policies, procedures, day-to-day practices and external relationships.

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EasTec UK Ltd is committed to taking positive steps to ensure that:

- All people are treated with dignity and respect, valuing the diversity of all
- Equality of opportunity and diversity is promoted
- Recognising and valuing the differences and individual contributions
- Services are accessible, appropriate and delivered fairly to all
- The mix of its employees, instructors and contractors reflects, as far as possible, the broad mix of the population
- Individuals are made aware, understand, agree and are willing to implement this policy
- All individuals will be given a copy of this policy as part of their induction
- Raise awareness of equality and diversity through information and training
- Effective record keeping and monitoring, and acting on information gathered, in order to measure effectiveness
- Challenging discrimination
- Providing fair resource allocation
- To review the policy annually.

4. OBJECTIVES

EasTec UK Ltd's objectives are:

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and customers
- Working together with the community to provide accessible and relevant service provision that responds to service users' needs
- Ensuring employees, instructors and contractors are representative of the community served and the employment policies are fair and robust
- Responding to individual needs and encouraging their development to increase their contribution to effective service delivery

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- Monitoring of services, publicity and events provided by EasTec UK Ltd, to ensure that they are accessible to all sections of the population and do not discriminate and take active steps to ensure that participation is representative.

5. COMMON AREAS WHERE DISCRIMINATION CAN OCCUR

Everyone has a responsibility to respect the feelings and sensibilities of others and to behave in a way that does not cause offence. Respect for all people is at the heart of EasTec UK Ltd's strategy and will take all reasonable steps to avoid discrimination against:

Age – treating someone unfairly because they are seen as being too old or too young

Ethnic, region and culture – treating someone unfairly because of where they or their family, originate from or because of their faith, culture or skin colour, or failing to respect their religious or philosophical beliefs

Sexual orientation and trans-sexuality – treating someone unfairly because they are a gay man, a lesbian, bisexual or transgendered or of another sex

Gender – treating someone unfairly because they are male or female

Disability – treating someone unfairly because they have a disability such as sensory or mobility impairment, a form of disfigurement, or a learning or mental health problem

6. LEGAL RESPONSIBILITY

Discrimination is a key concept of the legislation and direct and indirect discrimination are defined and recognised by the Act. EasTec UK Ltd has a clear duty to ensure that the provisions of relevant legislation and codes of practice are followed. We are committed to ensuring, through policies and procedures the promotion of equality and diversity and the prevention of discrimination. We will fulfil our legal and moral obligations as an employer and during our training activities.

The main UK legislation consists of the:

- Equality Act

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- Equal Pay Act
- Rehabilitation of Offenders Act
- Sex Discrimination Act and the Sex Discrimination (Gender Re-Assignment) Regulations
- Race Relations Act and the Race Relations Amendment
- NHS Community Care Act
- Disability Discrimination Act
- Asylum & Immigration Act
- Human Rights Act Nov
- The Employment (Religion or Belief) and (Sexual Orientation) Regulations.