

1. Introduction

Results Driven Group (RDG) is fully committed to promoting equality of opportunity to all our staff, learners, clients and others we come into contact with.

We are committed to equal opportunities for all, regardless of sex, gender reassignment, marital status, civil partnership, physical status or any disability, racial or ethnic origin, nationality, creed or religious belief, sexual orientation, age, pregnancy and maternity or employment status. We endeavour to ensure our learning programmes and all our procedures support all learners and staff to progress to the level of their potential.

This policy states our commitment to equality of opportunity in relation to all employees and potential employees and to learners. It sets out ways in which equality of opportunity will be actively promoted.

This Equality and Diversity Policy and the practice which flows from it lie at the heart of all we seek to achieve.

Our Mission is 'To provide skills for businesses'.

2. Statement of Policy

It is the policy of RDG that staff, learners and applicants to training shall receive equality of opportunity irrespective of sex, gender reassignment, marital status, civil partnership, physical status or any disability, racial or ethnic origin, nationality, creed or religious belief, sexual orientation, age, pregnancy or maternity or employment status.

The Company's policies and practices will be periodically reviewed to ensure that this Equality and Diversity Policy is being implemented.

The Company will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, be fully investigated and may be subject to the Company's disciplinary procedures.

It is the responsibility of every member of staff and learner to ensure that the Company's Equality and Diversity Policy is maintained and implemented.

3. Objectives of Policy

The Company's main objectives in implementing the Policy are:

- 3.1 To promote equal opportunities for all staff, learners and others we come into contact with.
- 3.2 To ensure that the talents of all employees are valued.
- 3.3 To ensure that the law is not infringed.
- 3.4 To attract and retain high quality staff and learners to the Company who have diverse experiences and qualities to offer.
- 3.5 To employ a management style which values and empowers individuals; listens, consults, supports and helps.

3.6 To promote the Company's image of being an Equal Opportunity organisation.

4. Legal Requirements - The Equality Act 2010

4.1 The Equality Act 2010 prohibits discrimination (whether direct or indirect) against people who possess one of the protected characteristics. It also prohibits the harassment and victimisation of such people.

4.2 The Equality Act 2010 protects the following characteristics (referred to in the act as "protected characteristics") age; disability, gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

5. Discrimination, Harassment and Victimisation

Discrimination, victimisation and harassment of individuals on grounds of sex, race, disability or other such grounds is unlawful and staff and learners should be fully aware of the behaviour that can constitute discrimination, harassment and victimisation.

5.1 Discrimination means treating a person unfairly because of who they are or because they possess certain characteristics.

5.2 Harassment includes comments, actions, jokes or suggestions, which might create a stressful working environment for a person. Harassment may be verbal (language, jokes, comments, ridicule, nicknames and verbal threats) or non-verbal (gestures, staring and offensive letters) or physical jostling, mistreating or assaulting). The stress that such harassment can cause may not only be damaging to the individual being harassed but also will affect others and have an impact on the Company. The simple fact that a person does not say that s/he objects to such harassment does not mean that s/he is happy about the behaviour.

5.3 Victimisation occurs when a person is treated less favourably than others because they have brought proceedings, given evidence or complained about behaviour or conduct on the basis that it breaches the law.

5.4 If any individual suffers or experiences what s/he considers may amount to discrimination, harassment or victimisation, full use will be made of the Company's procedure outlined in paragraph 8 below.

6. Responsibilities of Staff and Learners

6.1 It is the responsibility of all staff and learners to avoid discrimination on the grounds of gender, marital status, family status, physical status or any disability, racial or ethnic origin, nationality, creed or religious belief, sexual orientation, age or employment status.

6.2 The Company's staff and learner disciplinary procedures will be used to investigate any acts or alleged acts of discrimination or infringements of this Policy.

6.3 All managers have a responsibility to ensure that the Policy is effectively communicated, understood and implemented. They will encourage staff and learners to report any instances of discrimination and ensure that all staff and learner concerns and allegations are investigated through the Company's routes for Grievance and Complaints.

7. Action by the Company

RDG is committed to taking the following steps in order to achieve the objectives of the Policy:

- 7.1 The Company will take specific steps where necessary to raise awareness of discrimination throughout the organisation. The Company will ensure in particular that staff involved in recruitment and selection procedures receive guidance and training where necessary on equal opportunities and that they follow the Policy.
- 7.2 The Company will ensure that it responds flexibly to the educational needs of all learners, recognising a variety of previous learning experiences and enabling learners to access a variety of learning opportunities appropriate to their needs and aspirations.
- 7.3 The Company will seek to make reasonable adjustments to its arrangements and premises, in order to avoid disadvantaging people with disabilities.
- 7.4 The Company will review and develop recruitment procedures which encourage applications from, and the acceptance of, women, members of ethnic minorities and people with disabilities.
- 7.5 Equal Opportunities principles will be actively applied to all Company services, processes and procedures associated with staff, learners, clients, partners and the recruitment of relevant external agencies.

8. Breaches of the Equal Opportunities Policy

Any member of staff or learner who experiences behaviour which s/he believes to be in breach of this Policy may take action in accordance with the RDG Complaints or Grievance procedure.

Signature
(Chris Goodwin):



Position:

Managing Director

Date:

31 March 2021

Review Date:

31 March 2022