



Bespoke Professional Development and Training Limited

## **Equality and Diversity Policy**

Updated: June 2023

Next renew due: June 2024

<b>Version Number</b>	<b>Last Amended</b>	<b>Reason for Revision</b>	<b>Amended By-</b>
v1	July 2019	Standard Review	Tracey Carter
v2	July 2020	Standard Review	Tracey Carter
v3	June 2021	Standard Review	Tracey Carter
v4	June 2022	Standard Review	Bev Harland
v5	June 2023	Standard Review	Lindsey Holland



## Background

As a training organisation, Equality and Diversity is paramount to our organisation. We will ensure that all of our staff go through an induction process that fully briefs them on the policy and will regularly set CPD exercises around this subject.

BePro recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that BePro complies with its obligations under the Equality Act 2010 and demonstrates our commitment to treating people equally and fairly.

BePro is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, BePro aims to ensure that:

- All employees and learners are treated fairly and with respect at all times
- All employees and learners have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour
- All employees and learners have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination
- All employees and learners have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not

## Scope of the policy

The policy applies to:

- Job applicants
- Employees

- Learners
- Volunteers
- Third parties, e.g. venue staff

The policy applies to all stages of employment including recruitment and selection, promotion and training. Direct discrimination is when an employee or applicant is treated less favourably than someone else because of their:

- Sex
- Marriage or civil partnership
- Gender reassignment
- Pregnancy and maternity leave
- Sexual orientation
- Disability
- Race
- Religion or belief
- Age

And that there is no genuine occupation requirement for it.

People also must not be discriminated against because they are on a part time or fixed term contract.

## **Indirect discrimination**

This is where there is a working condition, practice or rule that disadvantages one group of people more than another. In other words it is more difficult for people from one group to comply with the requirement. Even if it is done accidentally, indirect discrimination is unlawful. Indirect discrimination is only allowed if it is necessary for the way the business works, and there is no other way of achieving it.

## **Discrimination arising from disability**

This is where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively justified. This only applies where the organisation knew or could reasonably be expected to know that the person was disabled.

## **Associative Discrimination**

This is where someone is treated worse than someone else because they are associated with someone with a protected characteristic.

## **Perceptive Discrimination**

This is where someone is treated worse than someone else because there has been an incorrect assumption that they have a protected characteristic. This applies even if the person does not possess the characteristic.

## **Third Party Harassment**

This is where an employee is harassed by a third party who is not an employee, e.g. volunteers or service users. The organisation becomes liable if it has happened on at least two occasions that it is aware that it took place and have not taken steps to prevent it happening again.

## **Policy Statement**

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our learners and clients.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

## **Responsibilities**

Whilst the organisation is potentially liable for any discriminatory acts carried out by its volunteers or staff, the individual who carries out the discriminatory act can also be personally liable.

Employees and volunteers of BePro have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the Directors.

## **Breaches of the Equality and Diversity Policy by employees**

Breaches of this policy by employees may be dealt with under the disciplinary procedures.

## **Breaches of the Equality and Diversity Policy by learners**

Learners are personally liable under equality legislation for any act of unlawful discrimination.

## **Equality and diversity in practice**

In carrying out the policy, the organisation will carry out the following actions:

- Full training of staff on the content of the policy.
- Making learners aware of the policy.
- Dealing with any breaches of the policy.
- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures.
- Not discriminating in opportunities for recruitment, training, promotion or transfer of

employees or volunteers.

- Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/role.
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures.
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.
- Ensure that all learners are treated fairly.
- Ensure that all work is assessed fairly and equally.

## **Implementation of the policy**

All staff will be involved in creating an environment based on equality and one that values diversity.

## **Communications**

Communication of the policy to job applicants and employees/volunteers through induction, training and regular meetings.

## **Working with partners**

In selecting our partners we will consider their commitment to Equality and Diversity by: reviewing their policies and procedures.

## **Users of our service**

We will make our services accessible by providing support applicable to individual needs.

## **Monitoring the policy**

This policy will be monitored to judge to what extent it is working and identify areas for improvement. Monitoring will relate to both employees/volunteers and to learners, and methods used will include questionnaires, interviews and feedback forms.

The policy will be promoted and implemented with Directors monitoring the policy.

Methods of communicating the policy will include:

- Making available a copy of the policy to prospective applicants, current staff and learners
- Making use of team meetings to discuss the policy and defining areas where practice could be improved

- Providing Equality and Diversity guidance to staff

## Reporting discrimination/ potential discrimination

BePro has a Complaints and Appeals Procedure in place to handle complaints/grievances from staff and volunteers and complaints by learners. Refer to this policy for full details on how to raise a complaint and how it will be dealt with.

All complaints will be treated seriously and promptly.

Employees and learners should also use this approach if they feel that they have been the subject of harassment from someone who is not an employee of BePro. BePro will not tolerate any harassment from third parties towards its employees/learners and will take appropriate action to prevent it from happening again.

If an employee/learner witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them, they should also use this procedure.

## Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated June 2023 and is due for review June 2024.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.



Georgina Selmi

CEO