



Equality and Diversity Policy

Key Principles

The words 'individual(s)' and 'everyone' are used in this policy to denote all those above. Private Hire Academy strives to ensure all individuals have equal opportunity to access learning and work and to realise their potential. We will not tolerate any inequality or any other actions that may limit ability to participate and succeed. We recognise and celebrate the diversity of our learners, employees and employers. We are committed to ensuring all individuals feel safe, respected and listened to regardless of their backgrounds or personal attributes. We will recognise and value individual differences and remove barriers that put people at a disadvantage.

The categories of people covered through this policy are:

- Prospective students
- Current Students
- Former Students
- Visitors
- Staff

The Equality Act 2010

8 The Equality Act 2010 protects nine groups of people from unlawful discrimination.

These groups are known as 'protected characteristics'. They are:

- ☐ age
- ☐ disability
- ☐ sexual orientation
- ☐ religion and belief
- ☐ race
- ☐ sex
- ☐ gender reassignment
- ☐ marriage and civil partnership
- ☐ pregnancy and maternity.

The Equality Act 2010 identifies the following types of discrimination:



- Direct discrimination, including associative and perception discrimination
- Indirect discrimination
- Harassment
- Victimisation
- Discrimination arising from a disability
- Failure to make reasonable adjustments

The Equality Act 2010 introduced a Public Sector Equality Duty which requires the college to give due regard to:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity
- fostering good relations.

-FOR STAFF-

Our aim is to be a fair regulator, and a fair employer. Our Equality and Diversity Strategy explains more about how we are trying to meet this aim.

We have to comply with the requirements of the Equality Act 2010. As an employer this means that we have to treat everyone fairly and not discriminate in our workforce activities, for example, in recruiting staff, or in how we work together.

For us being a fair employer goes beyond meeting our legal obligations. It's about treating everyone fairly and with dignity and respect. In fact, treating everyone fairly, being honest, and striving to be open and transparent, are all part of our organisational values.

We want to have a workplace that is open and supportive at every level, and free from bullying, harassment and discrimination.

Being a fair employer is also about encouraging and valuing the differences that we all have, and recognizing the value that these differences bring to our work. The doctors who we regulate are diverse, and we protect patients who are also diverse.

So we need a workforce that reflects the diversity of the UK's talented people, because the more different perspectives and skills we have, the better equipped we are to meet the needs of our interest groups.

What are our responsibilities as an employer?

As an employer we are committed to:



- Creating a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. We provide mandatory equality and diversity classroom based training for new joiners, which staff refresh every two years via an e-learning programme, to ensure that everyone understands the behaviours that are expected of them at work.
- Making sure that our policies and procedures comply with employment and equality legislation.
- Evaluating the impact of our policies, services and functions and making changes to them where they impact unfairly or adversely on any group(s).
- Making sure that selection for employment, promotion, training or any other benefit is on the basis of merit and ability.
- Making reasonable adjustments for disabled staff.
- Ensuring that all employees are helped and encouraged to develop their full potential.
- Creating a working environment in which individual differences and the contributions of all our staff are recognised and valued.
- Ensuring that training, development and progression opportunities are available to all staff.
- Collecting, monitoring and analysing the diversity of applicants and our workforce to ensure that we reflect the diverse communities we serve.
- Making sure that staff involved in recruitment and selection decisions attend a training programme that covers all aspects of good practice on equality and diversity.

-FOR LEARNERS-

Recruitment and admissions

Private Hire Academy will ensure that:

- ◇ recruitment and publicity materials are designed in a range of formats to ensure they are free from bias and stereotypes, and encourage applicants from all groups in the community;
- ◇ applicants for courses are considered on the basis of their ability to meet the entry criteria, as specified in course information;
- ◇ applicants are not treated less favourably because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex (gender) and sexual orientation;
- ◇ applicants are interviewed on the basis of their academic ability and/or potential to succeed;
- ◇ application and enrolment procedures give students the opportunity to identify any additional learning support available for their needs;



◇ where assessment(s) form part of the application process for a particular course, all applicants will take the same assessment(s), with adjustments being made for identified additional learning needs;

◇ new students are made aware of the Equality and Diversity Policy and the behaviour expected of them during induction, through the student handbook and the information published on the Moodle website.

Teaching and learning

Private Hire Academy will ensure that:

☑ the range, content and delivery of the curriculum reflect the needs of students and the community and promote widening participation;

☑ all aspects of teaching are sensitive to, and promote, equality and diversity, including language used, timetabling, delivery methods, materials, group organisation and activities;

☑ teaching and learning materials and delivery methods avoid stereotypes and bias, and promote the rich cultural diversity of the local community;

☑ resources are available in formats appropriate to the needs of individual students, including the use of specialist equipment where appropriate;

☑ equality and diversity and access for everyone to develop their potential are embedded in the teaching and learning strategy;

☑ there is an ethos and learning environment which is inclusive and enables students to feel comfortable and valued as an individual.

Procedures

Learners who feel they have been harassed or discriminated against, or otherwise treated unfairly within the scope of this policy, may raise their concerns with their personal tutor in the first instance.

Staff who feel that they have been unfairly treated within the scope of this policy may raise their concern through the staff grievance procedures.

Staff or learners whose conduct breaches this policy through discrimination, harassment or victimisation of others will be dealt with through the disciplinary procedure for staff or students, as appropriate.

Grievance procedure

1. Purpose of the procedure/Introduction



Private Hire Academy's aim is to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

2. Informal discussions

If an employee has a grievance about their employment they should discuss it informally with an immediate supervisor. We hope that the majority of concerns will be resolved this way.

3. Stage 1 – statement of grievance

If the employee feels that the matter has not been resolved through informal discussions, they should put your grievance in writing to an immediate supervisor.

4. Stage 2 – the grievance meeting

Within 5 working days the supervisor will respond, in writing, to the statement, inviting the employee to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally 5 working days notice of this meeting will be provided to the employee and they will be informed of their right to be accompanied.

Employees must take all reasonable steps to attend the meeting, but if for any unforeseen reason the employee, or the employer, can't attend, the meeting must be rearranged.

Should an employee's companion be unable to attend then the employee must make contact within 5 days of the date of the letter to arrange an alternative date that falls within 7 days of the original date provided. These time limits may be extended by mutual agreement.

After the meeting the supervisor hearing the grievance must write to the employee informing them of any decision or action and offering them the right of appeal. This letter should be sent within 3 working days of the grievance meeting and should include the details on how to appeal.

5. Step 3 – appeal

If the matter is not resolved to the employees satisfaction they must set out their grounds of appeal in writing within 5 working days of receipt of the decision letter.



Within 7 days of receiving an appeal letter, the employee should receive a written invitation to attend an appeal meeting. The appeal meeting should be taken by a more senior manager not involved in the original meeting.

After the appeal meeting with senior manager must inform the employee in writing of their decision within 5 working days of the meeting. Their decision is final.

Private Hire Academy