



EQUAL OPPORTUNITIES (EQUALITY & DIVERSITY) POLICY

Policy Statement

The purpose of this Equal Opportunities (Equality & Diversity) Policy is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy, and maternity, marital or civil partnership status, gender reassignment, disability or religion or beliefs, age or sexual orientation.

This Policy aims to remove unfair and discriminatory practices within Up To Speed Training & Assessment Ltd and to encourage full contribution from its diverse community. Up To Speed Training & Assessment Ltd is committed to actively opposing all forms of discrimination.

Up To Speed Training & Assessment Ltd also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied by Up To Speed Training. Up To Speed Training & Assessment Ltd believes that all employees and clients are entitled to be treated with respect and dignity.

Objectives of this Policy

- To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010, the Equality Act (Specific Duties and Public Authorities) Regulations 2017, Section 75 and Schedule 9 to the Northern Ireland Act 1998 and ROI is Equal Status Act 2015 including the provision of services and goods supplied specifically with all clients and learners.
- To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.

Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect, and this includes discrimination by perception and association.

Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

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Indirect Discrimination

This occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a particular protected characteristic. A person with the protected who is disadvantaged in that way has the right to complain.

Harassment

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence.

Unlawful Reasons for Discrimination

Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment.

Sexual harassment of men and women can be found to constitute sex discrimination.

Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

Disability

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to any services and ability to be employed, trained, or promoted as a non-disabled person.

Race

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual or bisexual.

Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

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Positive Action in Recruitment

Under the Equality Act 2010, positive action in recruitment and promotion applies as of the 6th April 2011. Positive action' means the steps that Up To Speed Training & Assessment Ltd can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within Up To Speed Training.

If Up To Speed Training & Assessment Ltd chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

Reasonable Adjustment

The Court has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- Making adjustments to premises;
- Re-allocating some or all of a disabled employee's duties;
- Transferring a disabled employee to a role better suited to their disability;
- Relocating a disabled employee to a more suitable office;
- Giving a disabled employee time off work for medical treatment or rehabilitation;
- Providing training or mentoring for a disabled employee;
- Supplying or modifying equipment, instruction and training manuals for disabled employees; or

any other adjustments that Up To Speed Training & Assessment Ltd considers reasonable and necessary.

If an employee has a disability and feels that any such adjustments could be made by Up To Speed Training, they should contact a Director.

Responsibility for the Implementation of this Policy

All employees, subcontractors and agents of Up To Speed Training & Assessment Ltd are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

All employees are expected to follow this policy and to try and ensure that anyone else who is on site does the same. Employees may be held independently and individually liable for their discriminatory acts by Up To Speed Training & Assessment Ltd.

Up To Speed Training & Assessment Ltd takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

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The following sets down the key points of the policy, and are designed to tackle and prevent all discrimination, any breach of the policy will lead to disciplinary action, which may include dismissal.

- Each and every person has an obligation to make a positive contribution towards engendering an environment, of equality, diversity and equal opportunity, throughout the business.
- Learners with special needs will be accommodated appropriately to ensure they receive equal opportunity and access to a fair and comprehensive training/assessment and where required granted confidentiality in relation to their needs.
- Our induction process will be as simple and straight forward as possible, and we will not ask for unnecessary information. ([Refer to 008 UTS Learner Induction Plan](#))
- Reasonable adjustment information will be ascertained at the time of confirmation of booking a service provision via the electronic booking process. Only relevant information will be sought to ensure anyone requiring any reasonable adjustment to assist in full participation will be identified and accommodated and will not be disadvantaged, any reasonable adjustments will be notified to the appropriate awarding organisation using the correct form/documentation.
- To ensure that we reach the widest cross section of the community, all vacancies will be advertised through the chosen 3rd party recruitment specialist, or independent media, as well as being advertised internally. All job roles will be re-numerated in accordance with the specific role only.
- We will always ensure that any marketing and promotional material, training materials and images used or displayed throughout the business are representative of society.
- We will not tolerate any breaches of this policy by clients/learners and will withdraw all services from any parties found to be in breach of the policy.
- The Appeals Procedure is available to any client/learner who believes that they have been discriminated against, and the Company would urge those individuals to pursue their rights, through this channel. ([Refer to 004 UTS Appeals Policy](#))
- Under no circumstances unless specified in legislation, discrimination based on age alone is unacceptable, with that in mind Up To Speed Training & Assessment Ltd has implemented a safeguarding policy for persons under the age of 18 ([Refer to 007 UTS Safeguarding Policy](#)).

Acting on Discriminatory Behaviour

All individuals have a right to be treated with dignity and respect and Up To Speed Training & Assessment Ltd takes reasonable steps to protect staff from discrimination, bullying or harassment and, in the event of a complaint, we will take appropriate action to prevent, as far as possible, a further occurrence.

In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to the employee handbook or disciplinary and grievance procedure.

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Up To Speed Training & Assessment Ltd seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees.

This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with Up To Speed Training & Assessment Ltd.

Up To Speed Training & Assessment Ltd will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination and will take appropriate action including disciplinary, where necessary.

Up To Speed Training & Assessment Ltd reserves the right to amend and update this Policy at any time.

Review date: 8th February 2027

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