

Equal Opportunities & Diversity Policy & Procedure

Last review date: 05/07/2021

Effective from: 12/07/2021

Next review date: 05/07/2022

Signature of authority:



Mr Craig Wordsworth - Director

How CPA promote and gain engagement for their Policies and Procedures

Everyone at CPA are required to be aware that this policy and procedure, and ensured that it is followed to carry out our duties in a professional manner that complies to codes of practices, which are drawn out within this policy.

All staff at CPA are required to promote equal opportunities, diversity and ensure inclusivity throughout their practices.

At CPA we will use the following strategies to communicate, promote and our policies and procedures to Staff, learners, employers, and visitors.

- Inductions, which will embed, promote and highlight expectations of it staff, learners and visitors. This is also to Ensure that individuals understand their responsibilities and expectations to be able to effectively adhere to them.
- Staff training which can be undertaken internally or externally as appropriate to gain an in-depth understanding of their requirements and responsibilities. Training will be recorded on each member of staff CPD record to gain a reflective account and recorded on the staff training database, this information can then be reflected upon at any stage including appraisals, standardisation meetings and when training frameworks are developed. With new members of staff, they will be enrolled onto training at the start of their employment to provide them with sufficient training hosted by both internal and external hosts
- This equality and diversity policy will require to be fully read and understood by all CPA members of staff. Declarations of understanding and commitment will be obtained and kept on record. The senior member of staff undertaking the staff induction will check their level of understanding and may clarify where appropriate elements of this policy.
- This Policy and procedure will also be available on the staff intranet so staff can reflect upon their responsibilities as drawn out in this policy
- Electronic communication, to inform staff of specific/annual changes to this policy and procedure
- Standardisation meetings to discuss equality and diversity and how this is being implemented
- Ensuring supporting information is available on our website for learners, employers, and visitors
- Progress reviews, that reflect any content or discussion that have taken place regarding key policies, such as safeguarding, Prevent, FBV's and equality and diversity.
- This policy and procedure will be adhered to when writing and producing learning materials where appropriate and relevant.
- Posters around the training centre and classrooms to reflect/promote inclusivity equal opportunities, expected behaviours and reporting procedures. This also will model the core values of the business and that expected by staff, learners, and visitors.
- Behavioural charters for learners and staff expectations displayed in learning environments again to model the core values of the business and that expected by staff, learners, and visitors
- Any key changes in this policy and procedures will influence continuous professional development and will be signposted during appraisals
- Staff monitoring by SMT and ensuring this policy and procedure are carried out consistently by staff, learners, guest speakers, visitors

- Gain feedback from staff, learners and discuss effectiveness and how this policy and procedures can be improved, this will always be welcomed at any stage and the SMT will always engage with feedback obtained. Feedback can be obtained by:
Online survey links, Appraisals, standardisation meeting, Emails, following audits, observations or direct with the SMT
- CPA will Always have high expectations of professional standards of all its staff, learners, and visitors.

Construction and Plant Assessments is committed to providing services which embrace diversity and that promote equality of opportunity. As an employer and training provider, Construction and Plant Assessments is committed to equality and valuing diversity within its workforce. Our goal is to ensure that these commitments, reinforced by our values, are embedded in our day-to-day working practices with all our customers and learners.

We will provide equality of opportunity and will not tolerate discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation – or any other grounds.

Every person working for Construction and Plant Assessments has a personal responsibility for implementing and promoting these principles in their day-to-day dealings with everyone – including members of the public, other staff and employers. Inappropriate behaviour is not acceptable.

We think it is important that all our people can contribute to the achievement of the company objectives. Courses will be accessible to all learners and any learner who wishes to discuss any requirements that they may need to have in place are encouraged to notify our team prior to the course taking place so that arrangements can be made.

Please feel free to contact:

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Specifically, Construction and Plant Assessments aim to ensure that no employee or learner is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality, or ethnic origin), disability, sexual orientation, marital status, part time status, age, religion or belief. This commitment applies to all aspects of employment and learning, including:

- Recruitment and selection, including advertisements, job descriptions, interview, and selection procedures, and which are in line with our safer recruitment process
- Training.
- Promotion and career development opportunities.
- Terms and conditions of employment, and access to employment related benefits and facilities.
- Grievance handling and the application of disciplinary procedures; and
- Selection for redundancy.
- Selection of learners.
- This policy also will also work in conjunction with the **Recruitment and Selection Policy**.

Equal opportunities practice is developing constantly as social attitudes and legislation change. Construction and Plant Assessments will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all Construction and Plant Assessments employment policies and procedures, not just those specifically connected with equal opportunities and diversity.

Harassment

Harassment is physical, verbal and non-verbal behaviour which is unwanted and personally offensive to the recipient, and which causes the recipient to feel threatened, humiliated, intimidated, patronised, denigrated, bullied, distressed or harassed.

The way in which Complaints of Unlawful Discrimination and Harassment will be handled

Discrimination and harassment are often complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases, employees may be able to deal satisfactorily with an issue by raising it with their manager.

If an employee wishes to make a formal complaint, they should use the Construction and Plant Assessments Grievance Procedure.

The Company will treat seriously all allegations of unlawful discrimination or harassment.

If an Employee is Accused of Unlawful Discrimination or Harassment

If an employee is accused of unlawful discrimination or harassment, Construction and Plant Assessments SMT will investigate the matter fully.

In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation of their actions.

If Construction and Plant Assessments concludes that no unlawful discrimination or harassment has occurred, this will be the end of the matter.

If Construction and Plant Assessments concludes that the claim is false or malicious the complainant may be subject to disciplinary action.

If on the other hand Construction and Plant Assessments concludes that the employee's actions amount to unlawful discrimination or harassment he or she may be subject to disciplinary action, up to and including summary dismissal for gross misconduct.

Monitoring

Construction and Plant Assessments will not tolerate unlawful discrimination or harassment of any kind in the working environment and will take positive action to prevent its occurrence.

In this connection Construction and Plant Assessments will monitor its policies and will implement changes to improve them as social attitudes and legislation change. This commitment applies to all Construction and Plant Assessments employment policies and procedures, not just those specifically concerned with equal opportunities and diversity.

Employment and Training

As an employer, Construction and Plant Assessments will treat all employees and job candidates equally and fairly and not discriminate unjustifiably against them. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for redundancies, dress code, references, bonus schemes, work allocation and any other employment-related activities.

All staff must undertake training on the subject of equal opportunities, diversity and inclusivity to support and enhance their understanding in line with this policy.

Staff training can be undertaken internally or externally as appropriate to gain an in-depth understanding of their requirements and responsibilities.

This Policy/procedure and accompanying guidance will be issued to all new staff as part of their induction and supported by training and assessment to ensure the appropriate skills and knowledge have been achieved.

Staff that are responsible for the delivery of education or that have regular contact with learners are expected to take part in a minimum of 1 training event for CPD each year.

For further information please refer to our CPD policy. (p&p 052)

Recruitment and Selection

Construction and Plant Assessments recognises the benefits of having a diverse workforce and will take steps to ensure that:

- It endeavours to recruit from the widest pool of qualified candidates possible.
- Employment opportunities are open and accessible to all based on their individual qualities and personal merit.
- Where appropriate, positive action measures are taken to attract applications from all sections of society and especially from those groups which are underrepresented in the workforce.
- Selection criteria and processes do not discriminate unjustifiably on the grounds of gender, race (including colour, nationality, or ethnic origin), disability, sexual orientation, marital status, part time status, age, religion or belief, other than in those instances where Construction and Plant Assessments is exercising lawfully permitted positive action.
- Wherever appropriate and necessary, lawful exemptions (Genuine Occupational Requirements) will be used to recruit suitable employees to meet the special needs of groups; and
- All recruitment agencies acting for Construction and Plant Assessments are aware of its requirement not to discriminate and to act accordingly

Recruiting an apprentice and working with employers

Construction and plant assessments will promote equal opportunities and inclusivity from the outset when working with employers to both recruit an new apprentice and throughout the programme delivery.

- Adverts to recruit a new apprentice are in line with employment laws and that also in line with the recruitment and selection process above, this will be communicated by the recruitment and business development manager
- IAG will be given to employers, so they are aware of their responsibilities and the positive role they play during the learner's apprenticeship
- Construction and Plant Assessments will endeavour to guide, educate and ensure employers have sufficient knowledge throughout the apprenticeship to implement equal opportunities, equality and diversity and inclusivity
- The company website will have IAG for employers to reference to and to state a contact at Construction and Plant Assessments

Learner Selection

Construction and Plant Assessments is committed to providing a training environment in which learners can realise their full potential and to contribute to its business success irrespective of their gender, race, disability, sexual orientation, marital status, part time status, age, religion or belief. This is a key value to which all learners are expected to give their support.

Conditions of Service

Construction and Plant Assessments will treat all employees, employers and learners equally and create a working environment which is free from discrimination and harassment and which respects, where appropriate, the diverse backgrounds and beliefs of employees and learners.

Terms and conditions of service for employees will comply with U.K. equal opportunities legislation. The provision of benefits such as working hours, maternity and other leave arrangements, performance appraisal systems, dress code, bonus schemes and any other conditions of employment will not discriminate unlawfully against

Where appropriate and necessary, Construction and Plant Assessments will endeavour to provide appropriate facilities and conditions of service which consider the specific needs of employees which arise from their gender, ethnic or cultural background, nationality, responsibilities as parents or carers, disability, sexual orientation, marital status, part time status, age, religion or belief.

Promotion and Career Development

Promotion within Construction and Plant Assessments will be made without reference to any of the forbidden grounds and will be based solely on merit and suitability,

The selection criteria and processes for recruitment and promotion will be kept under review to ensure that there is no unjustifiably discriminatory impact on any particular group.

Whilst positive action measures may be taken in accordance with the relevant equal opportunities legislation to encourage underrepresented groups to apply for promotion opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities. However, the Company will take appropriate positive action measures (as permitted by the equal opportunities legislation) to provide special training and support for groups which are underrepresented in the workforce and encourage them to take up training and career development opportunities. (please also see CPD policy P&P052)

Promoting Equality and Diversity

Construction and Plant Assessments is committed to promoting equality and diversity in the company as well as in those areas in which it has influence.

Employees will be trained on the Equal Opportunities and Diversity Policy and will be provided with equality and diversity training appropriate to their needs and responsibilities.

All those who act on behalf of Construction and Plant Assessments will be trained on the company's Equal Opportunities and Diversity Policy, you will be expected to pay due regard to it when conducting business on behalf of Construction and Plant Assessments.

In all its dealings, including those with clients, customers, suppliers, contractor's recruitment agencies and the public, Construction and Plant Assessments will seek to promote the principles of equality and diversity.

Construction and Plant Assessments will make every effort to reflect its commitment to equality and diversity in its marketing and communication activities.

Promotion of the policy will start at any initial stage, being recruitment and induction, where the policy will be discussed with expectations, signposted and made available to all learners.

Promotion of the policy will be continuous throughout all training programmes to ensure commitment of the policy.

Reflection of the policy will take place on progress reviews to enhance knowledge of every learner. Equality and Diversity will also be included in lessons where possible to promote the policy values.

Implementing the Policy Responsibility

Ultimate responsibility for implementing the policy rests with the directors of Construction and Plant Assessments.

All employees of Construction and Plant Assessments are expected to pay due regard to the provisions of the Equal Opportunities and Diversity Policy and are responsible for ensuring compliance with it when undertaking their jobs or representing Construction and Plant Assessments.

Acts of discrimination or harassment by employees of Construction and Plant Assessments will result in disciplinary action. Failure to comply with this policy will be treated in a similar fashion.

Complaints of Discrimination

Construction and Plant Assessments will treat seriously, and will take action where appropriate concerning, all complaints of discrimination or harassment on any of the forbidden grounds made by employees, learners, clients, customers, suppliers, contractors or other third parties.

All complaints will be investigated in accordance with Construction and Plant Assessments grievance or complaints procedure, as appropriate, and the complainant will be informed of the outcome.

If a learner wishes to make a formal complaint, they should use the Company's Grievance Procedure which is set out in the Grievance/Appeals Procedure.

Monitoring and Review

Construction and Plant Assessments will undertake an annual review of this policy and procedure to reflect any new changes in legislation and changes that may need to be made to ensure effective practice.