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Equality Diversity And Inclusion Policy

Scope

This policy applies to Firebrand

For the purposes of this document, “Learners” should be taken to refer to any individuals participating in our training and services

Policy Statement

Firebrand recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation to ensure that no employee, job applicant or stakeholder receives less favourable facilities or treatment (either directly or indirectly) on the grounds of the Protected Characteristics.

The Protected Characteristics are:

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

Our aims are to create an organisation that is free from discrimination, one that treats all staff, learners and stakeholders with tolerance, respect and dignity.

Firebrand aims to recruit and retain a diverse work force that reflects the communities in which it operates.

- We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
- All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- Our staff will not discriminate directly or indirectly, or harass learners or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the organisation’s services.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

Our Commitment

Firebrand is committed to the following principles:

- To create an environment in which individual differences and the contributions of all our staff and learners are recognised, valued, and celebrated.
- Every employee and learner are entitled to work in an environment that promotes dignity and respect to all.
- No form of intimidation, bullying or harassment will be tolerated.
- Training, development, and progression opportunities are available to all staff.
- To promote equality in the workplace, which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- We will promote equality and diversity among our staff, employers, stakeholders and learners and commit to continually raising achievement levels for all of our learners irrespective of their background or protected characteristics.
- Provide regular training opportunities for staff on advancing equality of opportunity and recognising and celebrating diversity.
- Refer to the Policy when recruiting or promoting to ensure that equal opportunities are open to all applicants and decisions are free from discrimination.

Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by the Firebrand Training Global Senior Management Team (GSLT), the policy will be monitored and reviewed annually unless driven to make adjustments out of sequence due to identified trends or external changes to sector policy.

Responsibilities of GSLT

The Firebrand GSLT will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- Staff are aware of the policy and the arrangements, and the reasons for the policy.
- Grievances concerning discrimination are dealt with properly, fairly, and as quickly as possible.
- Records are maintained.

Responsibilities of Staff

Responsibility for ensuring that there are no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- Comply with the policy and arrangements.
- Not discriminate in their day-to-day activities or induce others to do so.
- Not victimise, harass, or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- Inform their line manager if they become aware of any discriminatory practice.

Equality Training

All staff are required to complete bi-annual training on Advancing E&D. All delivery staff are required to complete the IMPACT AiM programme of learning. Updates to changes in policy (internally and externally) are communicated via the Quality Assurance MS Teams channel.

Equality information is included in induction programmes for all Firebrand Training learners.

Updates on the policy are highlighted in the Quality Calendar.

The policy is accessible to all staff via the statement of intent on the Firebrand Training website, the Quality Manual on SharePoint and through the HR System (IRIS)

Promotion and Engagement

Staff are kept up to date with any changes in legislation between training programs via a Teams Channel that informs staff of legislative changes and provides topics and news articles for use as discussion points with Learners and Employers

Definitions to guide understanding: Examples of Discrimination

Direct Discrimination happens when an employer treats someone less favourably than another person against one of the protected characteristics. For example, a female job candidate who possesses the best qualifications and the most experience not getting an interview for a job whereas a male with fewer qualifications does get an interview.

Indirect Discrimination occurs when a rule or policy disadvantages a group of people more than another, for example an employer insisting that employees or potential employees must not wear hats or headgear.

Discrimination by Association happens when someone discriminates against a person because they associate with another person with a protected characteristic. For example, not offering someone a job even though they have all the necessary competencies because their partner is disabled.

Perceptive Discrimination means direct discrimination against someone who is thought to have a protected characteristic, for example a person who is being verbally abused for being homosexual even though he/she is actually heterosexual.

Harassment is unwelcome comments or conduct which violates an individual's dignity and/or creates an intimidating, degrading, humiliating or offensive environment. For example, spreading malicious rumours or making derogatory personal remarks about a person.

Third Party Harassment occurs when an employee is being harassed by someone that does not work for the organisation (a customer, contractor, client or visitor). The employer will become legally responsible if they know an employee has been harassed on two or more occasions and fails to take reasonable steps to protect the person from further harassment.

Victimisation involves treating someone less favourable because they have a claim/assisted a person in making a claim of discrimination, bullying or harassment. For example, ignoring, excluding or being uncooperative, this may cause distress and impact on a person in being able to fulfil their role.

Pregnancy and Maternity Discrimination occurs when a person is treated less favourable because they are pregnant. For example, a woman who works in a store in which heavy lifting of boxes is sometimes required asks her manager if she can be excused. The manager refuses even though another person was excused from heavy lifting after surgery. The woman is forced to leave her job.

Monitoring

Firebrand Training deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements. Themed internal inspections mirroring the Ofsted EIF methodology occur across the learner journey and to check compliance against process through many 'deep dive' themes.

At induction into Firebrand Training, whether as an employee or learner, a routine collection of information is conducted inclusive of by gender, marital status, ethnic origin, disabilities and/or special or additional learning needs to name but a few.

Firebrand will measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.

We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.

Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the company policies and our services / products may have on those who experience them.

The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

If monitoring shows that Firebrand Training, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the organisation, then an action plan will be developed to address these issues.

Where possible, we will also monitor performance of our training programmes against protected characteristics to ensure that we are achieving equal performance across all of our learners. This will be reviewed regularly and updated as part of our Annual Self-Assessment process and may inform improvement activities within the Firebrand Quality Improvement Plan.

Grievances/ Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via our complaints process.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt through HR, whilst following the Conduct and Capability Management policy.

Associated Policies

- Bullying & Harassment Policy
- Whistleblowing Policy
- Mandatory Training Requirements for Staff
- Complaints Policy
- Conduct & Capability Management Policy

This policy will be reviewed annually, or on significant changes within the business. Firebrand Training Ltd will make any changes known to employees and delegates.

Apprenticeship Equality, Diversity, and Inclusion Policy