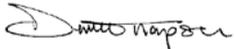


# ETT Equality & Diversity Policy

Signed: 

**Position:** Chief Executive

**Date:** October 2017

**Review Date:** October 2018

## **Policy Statement**

ETT is committed to encouraging diversity and preventing discrimination in both our role as an employer and as a provider of training and services. We aim to create a culture that respects and values difference, that promotes dignity, equality and inclusion, and that encourages individuals to develop and maximise their true potential.

ETT values the differences that a diverse workforce brings to the organisation. We believe that diverse organisations are more creative and dynamic and more successful. Embracing diversity makes ETT a better business. We aim to truly reflect the communities in which we operate both in terms of the services we provide and the people we employ.

Through the development and implementation of our Equality & Diversity policy, we hope to promote an effective and enjoyable learning experience and a positive and harmonious working environment so that all employees and customers feel respected and able to give of their best.

## **Purpose**

This policy aims to highlight what we expect from employees and customers attending ETT and college classes and also what we, as an organisation, will provide for you in terms of a safe and respectful working environment.

The purpose of this policy is to provide equality and fairness for all those in our employment and those attending ETT for training and assessment purposes. We will not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion and belief, age, work pattern or family status. ETT opposes all forms of unlawful and unfair discrimination.

All employees and customers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, volunteering or any other benefit will be made purely on the basis of skills and ability.

## **We aim to:**

1. Create an environment in which individual differences and the contributions of all our employees and customers are recognised and valued.
2. Develop positive and caring conditions leading to mutual respect. No form of intimidation, bullying or harassment will be tolerated.
3. Actively promote equality, inclusion and diversity for all employees and customers and other partners.

4. Provide effective training in equality and diversity so that leaders, managers, employees and customers understand their roles and responsibilities in relation to equality and diversity;
5. Value employees and customers as individuals, and support them to realise their goals. We will provide opportunities to employees and customers to develop relationships which promote mutual respect, tolerance and understanding.
6. Ensure that every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.
7. Work together with employees and customers to ensure that the governance, management and provision of resources within ETT are sensitive to the needs of employees, customers and other stakeholders from a diverse society and that the style and language of our documentation are readily understood and do not reflect stereotyped or biased attitudes.
8. Seek and act upon the views of different user groups, to plan, manage and improve the provision of our services and ensure the content and demands of our training services are non-discriminatory and are appropriate to the knowledge and skills specified.
9. Regularly review services to ensure they are accessible and appropriate to all groups within society.
10. Develop an action plan to ensure that the Equality & Diversity policy is fully implemented and, with the support of the management team, is regularly monitored and reviewed.

Our Equality & Diversity policy, Bullying and Harrassment Policy and Code of Conduct highlight the behaviours that are encouraged and expected from all employees and customers.

### **Creating a respectful workplace**

All employees and customers are responsible for ensuring that their own behaviour is sensitive to others and for ensuring that they do not condone or support the bullying or harassing behaviour of others.

ETT believe that every employee is entitled to a working environment which promotes dignity and respect to all. Breaches of our Equality & Diversity policy will be regarded as misconduct and could lead to disciplinary proceedings. This policy is fully supported by the ETT Board of Employers and the ETT Management Team