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Who and what is this policy for:

This policy covers our process and approach to Equality and Diversity.

This covers:

- How we promote our Equality & Diversity policy to staff and learners
- Achieve commitment to the policy
- How we will train employees
- How policy will influence recruitment of employees and learners

Introduction

iMeta Training is committed to ensuring equal opportunities, fairness of treatment, dignity, the encouragement of diversity and elimination of all forms of discrimination in the workplace and within the learning environment for all individuals whether they be employees, learners, or visitors.

We aim to create an environment in which all individuals will be free from discrimination or harassment and where fairness is key to all decisions made. What is key to iMeta Training is that we can provide a working and learning environment in which all people who attend our training and learning feel safe, comfortable and confident that they will be treated with fairness, respect and dignity.

1. Policy Statement

1.1. It is the aim of iMeta Training to ensure that no individual, whether they be an employee, learner or visitor receives less favourable services, facilities, treatment either directly or indirectly in employment, through learning / assessment, recruitment or services obtained on the grounds of the nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership,
- Pregnancy, Maternity, Paternity

- Race
- Religion or belief
- Sex
- Sexual orientation

- 1.2 iMeta Training intends that its' workforce and learners be truly representative of all sections of society and each employee and learner feels respected and able to give their best.
- 1.3 iMeta Training opposes 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 the company's employment and in training.
- 1.4 All employees and learners, 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.
- 1.5 All employees and learners 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 iMeta Training.
- 1.6 Employees and learners of iMeta Training will not discriminate directly or indirectly, or harass colleagues, learners, customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, in the provision of iMeta Training or in the cast of learners their employers', goods and services.
- 1.7 This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, the 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.

2. iMeta Training Commitment

- 2.1 To promote equality and diversity in the workplace and learning environment which is good management practice and makes sound business sense and conforms to all employment standards required by law. We promote Equality and Diversity through multiple channels / approaches including:
 - Our learner and staff handbooks
 - Integrating equality and Diversity topics / learning within our curriculum
 - Marketing campaigns including internal classroom signage / literature
 - Staff recruitment and induction policy
 - Apprentice recruitment and induction policy
- 2.2 To create an environment in which individual differences and the contributions of all our employees and learners are recognised and valued.
- 2.3 That every employee is entitled to a working environment that promotes dignity and respect to all and every learner is entitled to a learning environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

- 2.4 Training, development, and progression opportunities are available to all employees. This includes Equality and Diversity training on induction for all employees and annual refresher training for all staff. As part of training, all employees are provided with this policy and required to sign to accept commitment to this policy.
- 2.5 All learners have access to training and assessment appropriate to their learning programme
- 2.6 iMeta Training will review and monitor its' employment practices and procedures, and those covering the training it delivers to ensure fairness
- 2.7 Breaches of the company's Equality & Diversity Police will be regarded as misconduct and could lead to disciplinary action.
- 2.8 The policy will be monitored and reviewed annually.

3. Responsibilities of Management

- 3.1 Responsibility for ensuring the effective implementation, operation and monitoring of the arrangements will rest with the Quality Manager
- 3.2 It is the responsibility of the Quality Manager to ensure that they and their staff operate within this policy and arrangements, and that all responsible and practical steps are taken to avoid discrimination. This includes:
 - All 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.
 - Proper records are maintained.

4. Responsibilities of Employees

- 4.1. Responsibility for ensuring there are no unlawful discrimination rests with all employees and learners, and that the attitude of employees and learners are crucial to the successful operation of fair practices. In particular, all employees and learners 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 employees, learners, visitors, or groups who have, or are perceived to have one or more 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, or in the case of learners any member of iMeta Training staff, if they become aware of any discriminatory practice.

- Equality information is included in induction programmes for employers, learners and apprentices
- Equality issues will be discussed with learners at relevant milestones in their programmes as Hot Topics linked to programme of learning where possible