



# JIF TRAINING

<b>Policy Name:</b>	Equality and Diversity Policy
<b>Reference No:</b>	JIFPOL016
<b>Approval Date:</b>	09/09/2022
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<b>Line Manager Responsible:</b>	Lewis Perkins

<b>Version Number</b>	<b>Date Issued</b>	<b>Review Date</b>	<b>Overview of Changes</b>
1.0	04/11/2021	04/11/2022	Policy introduced
1.1	09/09/2022	08/09/2023	Policy reviewed for accuracy



## **Purpose**

JIF Training is committed to the advancement and promotion of equality and diversity for all of its learners, employees, supply chain partners and all other key stakeholders. This commitment is across the board with all contracts held including Apprenticeships, AEB, ESF and ESFA provisions. Our ethos is to create and maintain conditions whereby learners and staff are treated solely on their own merits, abilities and potential, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex (gender), and sexual orientation.

We will ensure that this commitment applies to all areas of its business including our collaborative partners and supply chain who deliver learning on behalf of the business, and in our procurement processes.

We will advance the equality and diversity agenda with other partners/suppliers and organisations working with us either via tender or provision of goods and services, so that appropriate legislation is fully complied with and effectively met.

We will actively promote a culture of celebrating diversity and will take all reasonable steps to prevent discrimination occurring. This includes promoting the importance of the Policy and what is expected of learners, employees and all other freelance associates of the business whilst they study or work within JIF Training.

## **2.0 Aims**

We will embrace and comply with the relevant legislation such as the Equality Act 2010 and Public Sector Equality Duty in promoting the nine protected characteristics within our business.

We will: -

- Offer a responsive learning and development portfolio that provides learners with the knowledge, skills and understanding they need to live in a global society and to work in a competitive global economy including personal and social development and develops everyday functional skills.
- We provide impartial advice and guidance for all applicants, which take into account any support needs and ensures placement on an appropriate course /training programme.
- Provide teaching, learning and assessment methods, support and resources that meet the individual needs of our learners.
- Promote equality of opportunity and eliminate discrimination in the planning and delivery of our training services in terms of age, disability, ethnicity, gender identity, sexual orientation, religion or belief, pregnancy or maternity, gender-reassignment, marriage or civil partnership, health, and income status.
- We promote good relations between individuals and groups and ensure that bullying, harassment and discrimination are not tolerated under any circumstances.
- Actively advance a culture of celebrating diversity and will maintain an inclusive learning environment of mutual tolerance for all. This includes raising the awareness of what is expected of learners, employees, partners and associates whilst they are working or studying with JIF Training.
- Provide opportunities for learners to discuss issues and concerns if they feel that their expectations are not being fully met.
- We ensure that all staff attends regular equality and diversity training, as relevant to their job.
- We provide regular training and development for staff.
- Tackle harassment relating to a person's age, disability, ethnicity, gender identity, sexual orientation, religion or belief, pregnancy or maternity, gender-reassignment, marriage or civil partnership, health, and income status.

- We celebrate diversity through a range of events, activities and displays.
- We create a diverse and inclusive environment that values and celebrates difference, which all our learners feel welcome and empowered to succeed.
- We seek feedback from key stakeholders.
- We monitor participation on the basis of race, gender, disability and age group.
- That all incidents of bullying, harassment and discrimination are reported to and monitored by the board of Governors and SMT.

### **3.0 Implementation**

It is the responsibility of all managers, staff, associates, partners and learners to uphold and implement this policy.

### **4.0 Monitoring and review**

We will continue to monitor this policy through the collection and analysis of data and other evidence to support a regular cycle of equality diversity impact assessments through KPI reporting. The key KPI's that will be monitored in relation to this policy are: -

#### **Learners/Apprentices**

- Admissions: applications made, offers made, enrolment, course and subject sector area recruitment;
- Recruitment, retention, achievement and success rates by level and subject sector area.
  - Attendance;
  - Participation in enrichment activities and trips;
  - Bullying, harassment and discrimination;
  - Disciplinary action;

#### **Staffing indicators may include: -**

- Recruitment and selection: job applications, shortlists, appointments, job type and salary level;
- Progress: professional development review (PDR) and promotions;
- Training: staff applying for training, those receiving training, type of training attended, levels of satisfaction with training, meeting the access needs of: -
  - Staff with disabilities;
  - Bullying, harassment and discrimination;
  - Grievances;
  - Capability;
  - Disciplinary action;
  - Views of staff/staff satisfaction levels;
  - Leavers: reasons for leaving and undertaking of exit interviews/questionnaires.