



## **Equal Opportunities Policy**

**Our aim is to provide a training service and employment which is inclusive, does not discriminate, is accessible to all and is fair and transparent.**

**TT Training and Consultancy company Ltd** is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee and learner to feel respected and able to give their best.

The organisation – in providing goods and/or services and/or facilities – is also committed against unlawful discrimination of customers or the public.

### **Our policy's purpose**

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Provide equality, fairness and respect for all learners from enrolment to exit.
3. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
  - age
  - disability
  - gender reassignment
  - marriage and civil partnership
  - pregnancy and maternity

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Orchard Lodge, Isaacs Road, Torquay, Devon. TQ2 8NB  
Tel: 01803 897897 or email: [info@ttcompany.co.uk](mailto:info@ttcompany.co.uk)  
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- race (including colour, nationality, and ethnic or national origin)
  - religion or belief
  - sex
  - sexual orientation
4. Oppose and avoid all forms of unlawful discrimination. This includes in:
- pay and benefits
  - terms and conditions of employment
  - dealing with grievances and discipline
  - dismissal
  - redundancy
  - leave for parents
  - requests for flexible working
  - selection for employment, promotion, training or other development opportunities
  - Unfair access to training and assessment

## **Our commitments**

### **Employment**

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

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3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

### **Teaching and Assessing**

1. TT Training and Consultancy Company Ltd will ensure equality from the enrolment process through to completion of training. Opportunities will be made for learners to discuss and provide feedback on their learning experiences. Written and verbal opportunities will be given to learners for them to communicate any specific needs they may have, through the enrolment form and induction.

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2. All learners will complete an enrolment form and have an initial induction meeting. At this meeting they will have the opportunity to discuss any needs they may have. Where applicable, staff completing inductions will document the needs of individual learners and inform any other team members, as appropriate.
3. When teaching or assessing learners, trainers will ensure the most appropriate methods are used. IQAs will ensure that assessors are aware of the range of assessment and teaching methods available. Support can be gained from the IQA or other assessors, where appropriate. Trainers, assessors and IQAs will assess and IQA in line with awarding body 'reasonable adjustment' procedures, ensuring the assessment criteria has been fully met.
4. Where there is group learning a mixture of teaching methods will be used to support, auditory, visual and kinesthetic learners. All learners will have the opportunity to complete a VAK questionnaire.
5. Resources used will reflect positive images and trainers should be aware of stereotyping and assumptions that could be made. Trainers must challenge discriminatory remarks and refer concerns to a Director.
6. Partnerships with employers, placements and partner agencies are crucial in supporting learners in a holistic way therefore we strive to work in a multiagency way, sharing information as legally required.
7. Any issues raised relating to equal opportunity will be treated as a complaint and be investigated thoroughly.
8. Specific regard will be given to First Aid training, due to the physical and hands on nature of this training. Reasonable adjustments will be made with regard to cultural requirements such as same gender partners, if requested and clothing that meets cultural requirements. However, trainers and assessors must ensure that learners meet the assessment criteria in the correct way. For example, 'Be able to' must be observed.
9. At the start of every course learners have the following opportunities to inform us of specific needs:
  - The confirmation email details to contact us or speak to your tutor if you have specific needs
  - The booking form asks if you have any specific needs

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- The tutor during the health and safety talk discusses specific needs

### **Agreement to follow this policy**

The equality, diversity and inclusion policy is fully supported by senior management.

### **Our disciplinary and grievance procedures**

Details of the organisation's grievance and disciplinary policies and procedures and appeals and complaints policies and procedures can be found on our Moodle system. [www.ttcompany.co.uk/moodle1](http://www.ttcompany.co.uk/moodle1)

This includes with whom an employee or learner should raise a grievance, appeal or complaint.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within 3 months of the alleged discrimination.

Date: 31<sup>st</sup> March 2012

Review dates: 7<sup>th</sup> January 2013, 7<sup>th</sup> February 2013, August 2014, 18<sup>th</sup> June 2015, November 2016. 16<sup>th</sup> July 2019

6<sup>th</sup> August 2022

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