

EQUALITY AND DIVERSITY POLICY

Equality

Equality is about the rights of learners to have access to, attend, and participate in their chosen learning experience. This should be regardless of ability and/or circumstances. Inequality and discrimination should be tackled to ensure fairness, decency and respect among learners. Equality of opportunity is a concept underpinned by legislation to provide relevant and appropriate access for the participation, development and advancement of all individuals and groups. Equality can be summed up as everyone being different, but having equal rights.

Diversity

Diversity is about valuing and respecting the differences in learners, regardless of ability and/or circumstances, or any other individual characteristics they may have. If you have two or more learners, you will experience diversity. You are also different from your learners in many ways, and they are different from each other. Therefore they are entitled to be treated with respect, with their differences acknowledged and needs taken into consideration.

Diversity is about respecting individual differences, and people's differences can be varied:

- Race
- Culture
- National origin
- Region
- Gender
- Sexual orientation
- Age
- Marital status
- Politics
- Religion
- Ethnicity
- Disability
- Socio-economic circumstances
- Family
- Health
- Values
- and more

At Rapid Results Training we are committed to equality and diversity and work with partners and stakeholders on all equality areas by way of consultation and sharing best practice.

Our aims are to:

1. Create, sustain and celebrate an inspiring working and learning environment which advances equality of opportunity for everyone.
2. Seek to eliminate inequality, prejudice and discrimination.
3. Continually work towards identifying and narrowing achievement gaps.
4. Be representative of our community.
5. Treat all learners, staff and visitors with dignity and respect.
6. Build a positive reputation in respect of equality and diversity.
7. Influence other organisations Rapid Results Training encounters with respect to equality and diversity.

Further, we believe valuing equality, diversity and inclusion is key to:

- **Rapid Results Training's reputation** - good reputation attracts people from all communities, helping to meet service delivery needs.
- **Building relationships with all we encounter** - which supports repeat business and community cohesion.
- **Retaining staff** - valuing our diverse workforce enables us to recruit and retain the best people for the job.
- **Retaining learners** - the promotion of a welcoming and supportive environment is attractive to learners and key to their success.
- **Meeting our legal obligation** - effective management of equality, diversity and inclusion limits the risk of legal challenges and costly penalties.

Rapid Results Training will ensure legislative compliance with the Equality Act 2010 and fulfil all its legal requirements placed on it under Equality Legislation. We will recommend development activities to staff, and review statistical information concerning equality and diversity, including complaints data. We aim to narrow any achievement gaps amongst different groups of learners.

Rapid Results Training will seek to ensure that:

It fulfils its duty to eliminate discrimination, harassment, victimisation and other conduct prohibited by the Equality Act, and to advance equality of opportunity and foster good relations, Rapid Results Training will:

- Make reasonable adjustments as far as is reasonably practicable to enable staff and learners to carry out their work and studies.
- Ensure staff, learners and clients are aware of the value placed upon equal opportunity and that formal investigations and disciplinary action may be taken in the event of any breach of policy.
- Ensure marketing and publicity materials present appropriate messages and are designed to respect all community groups.
- Make staff and learners aware of Rapid Results Training's Equality and Diversity policy and encourage them to read it.
- Have inclusive and open recruitment and selection, progression and development processes to encourage our diverse learners and staff to develop and progress.

We will promote Equality and Diversity by:

- Advancing equality of opportunity and good relations between staff, learners and clients.
- Embedding equality and diversity throughout all operational activities.
- Positively encouraging applications from underrepresented groups.
- Ensuring our schemes of work, lesson plans and content, teaching resources, planning activities, and communications demonstrate sensitivity to issues of diversity and are adapted where necessary.
- Ensuring that everyone has access to Rapid Results Training's courses.
- Holding accreditations to support equal opportunity standards.
- Delivering an inclusive approach to celebrating success at qualification presentations and similar events.
- Reinforcing Rapid Results Training's commitment to equality and diversity in its publicity material.

As an employee or learner of Rapid Results Training you are responsible for ensuring that:

- You are aware of your own and Rapid Results Training's statutory duties in relation to equality legislation.
- You refrain from and challenge inappropriate behaviour, whether deliberate or not, by learners, staff and clients.
- You respond positively to the equality and diversity needs of colleagues and fellow learners and make reasonable adjustments where necessary.

As an employer Rapid Results Training monitors and reviews the effectiveness of its Equality and Diversity policies:

- Through regular equality and diversity meetings with staff.
- With the involvement and consultation of appropriate groups in its review and on-going development.
- By reviewing and implementing best practice observed in other organisations.

It is important that all employees and learners understand that Rapid Results Training will not tolerate any form of behaviour or activity that discriminates on the grounds of sex, marriage or civil partnership, religion or belief, race, gender reassignment, disability, sexual orientation, age, family responsibilities, nationality or pregnancy or maternity. If an employee or learner is alleged to have discriminated against someone, including harassment, a full investigation will be carried out which may result in summary dismissal or expulsion.