



**Skills  
Funding  
Agency**



**NORTH WEST TRAINING COUNCIL**

**EQUALITY AND DIVERSITY  
POLICY**

**VERSION 3**

---

[As part of our commitment to Quality Assurance NWTC seeks to provide all Learners, Employees, Associate & Subcontractors with the help needed to accomplish their learning & development goals whilst meeting any regulatory requirements. We here at NWTC check our policies yearly ensuring they are fit for purpose.]

This policy replaces the Second Version.

---

## Contents

1	Policy Statement .....	3
2	Legislative Background .....	3
3	Objectives: .....	4
4	Definitions .....	4
5	Roles and Responsibilities .....	5
6	Application of the Policy .....	6
7	Policy Renewal.....	7
8	Sources of Further Guidance: .....	8

## 1 Policy Statement

- 1.1 NWTC is committed to supporting, developing and promoting equality and diversity in all of its practices and activities and aims to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect. NWTC will support and develop the staff and learner through providing all with access to facilities, personal and career development opportunities, employment and study on the basis of equality. NWTC is committed to eliminating discrimination and advancing equality on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation<sup>1</sup> and to fostering good relations between different groups.
- 1.2 This commitment supports NWTC's principles and upholds the ethos of establishing a culture based on dignity, courtesy and respect.
- 1.3 This policy builds upon the foundation of equality legislation and anti-discrimination guidance and strives, not only to comply with legal requirements, but to use these to ensure that NWTC endeavours to exemplify best practice.
- 1.4 NWTC values diversity and recognises that the institution is greatly enhanced by the disparate range of backgrounds, experiences, views, beliefs and cultures represented within its staff and learner populations. The institution aims to embrace diversity in all of its activities and proudly acknowledges that variety and difference are intrinsic to the wellbeing and future development of NWTC.
- 1.5 The Equality and Diversity policy underpins the Mission of NWTC and is integral to the success of NWTC.
- 1.6 The policy applies to all learner and applicants, to all applicants for posts with NWTC, to all staff employed on a full time or part-time basis, to all staff on permanent or temporary contracts, to agency staff, and visitors undertaking duties in the name of NWTC and to sub-contractors undertaking work on NWTC's site

## 2 Legislative Background

Under Equality legislation it is unlawful to:

- 2.1 Discriminate directly against anyone and treat him/her less favourably than others on the grounds of the protected characteristics of: age (unless this can be justified as a proportionate means of achieving a legitimate aim), disability, gender reassignment, marriage and civil partnership, race, religion and belief (including lack of belief), sex and sexual orientation. This also includes discrimination based on perception of the person e.g. a belief that someone is gay or a belief that someone is disabled even if this is not actually true.

---

<sup>1</sup> Under the Equality Act 2010 protected characteristics are the grounds upon which discrimination is unlawful. The protected characteristics (section 4) under the Act are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation.

- 2.2 Discriminate against someone for reasons relating to their association with a person on the grounds of the protected characteristics of race, sexual orientation, religion or belief, age, disability, gender reassignment, sex and e.g. discriminating against an employee/ learner because they have a disabled dependant.
- 2.3 Discriminate indirectly against anyone by applying a criterion, provision or practice which disadvantages people with a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, race, religion and belief (including lack of belief), sex and sexual orientation) unless the person applying the provision can justify it as a proportionate means of achieving a legitimate aim.
- 2.4 Subject someone to harassment for reasons relating to age, disability, gender reassignment, race, religion and belief (including lack of belief), sex and sexual orientation. This includes behaviour that an individual finds offensive on these grounds even if the behaviour is not directed at the individual. It also includes failure of an employer to take reasonable steps to protect an employee from persistent (3 occasions or more) third party harassment.
- 2.5 Victimise someone because they have made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination in line with the Equality Act

### **3 Objectives:**

- 3.1 The aim of this policy is to ensure that in carrying out its activities NWTC will have due regard to:
  - 3.1.1 Eliminating unlawful discrimination, harassment and victimisation.
  - 3.1.2 Advancing equality of opportunity, across all the activities of NWTC between different groups
  - 3.1.3 Fostering good relations between people of a diverse background.
- 3.2 In the implementation of this policy NWTC will aim:
  - 3.2.1 To develop and promote a culture of equality and diversity throughout the institution.
  - 3.2.2 To develop and promote a culture of dignity, courtesy and respect.
  - 3.2.3 To support all staff and learner, including provision of relevant support relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation.
  - 3.2.4 To work to prevent all forms of unlawful discrimination.
  - 3.2.5 To deal with all forms of discrimination consistently and effectively.
  - 3.2.6 To ensure that the Equality and Diversity policy influences and informs the culture of NWTC.

### **4 Definitions**

- 4.1 Equal opportunities - refers to the elimination of unlawful and unfair direct and indirect discrimination of particular groups and promoting equal access, treatment and outcomes that take into account specific needs of individuals.
- 4.2 Diversity - Diversity encompasses visible and non-visible individual differences that includes, but is not limited to, differences protected by anti-discrimination legislation. Appreciating diversity is about valuing differences and recognising that everyone through their unique mixture of skills and experience has their own valuable contribution to make.
- 4.3 It is the aim of NWTC that individuals and groups within NWTC are not only treated on the basis of equality, but that their diverse contributions to the academic, social and cultural life of NWTC are recognised and developed.

## **5 Roles and Responsibilities**

- 5.1 It is incumbent upon all members of NWTC's community to behave with dignity, courtesy and respect and to act in a manner that does not unlawfully discriminate at all times.

### **5.2 Role of Staff**

- 5.2.1 Actively to encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy.
- 5.2.2 To support the aims of NWTC's Equality and Diversity policy.
- 5.2.3 To undertake appropriate equality and diversity training.

### **5.3 Role of Learners**

- 5.3.1 Actively to encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy.
- 5.3.2 To support the aims of NWTC's Equality and Diversity policy.
- 5.3.3 To be aware of equality and diversity issues.

### **5.4 Role of Human Resources**

- 5.4.1 To provide appropriate equality and diversity awareness and training for all staff.
- 5.4.2 To ensure that recruitment advertising, selection and appointment procedures, performance management processes and disciplinary grievance processes are fair and transparent and are consistently applied.
- 5.4.3 To monitor employment equality data and to publish the findings of monitoring activity, as appropriate.

### **5.5 Role of Chief Executive**

- 5.5.1 To provide leadership in the operation and implementation of the Equality and Diversity policy.
- 5.5.2 To be accountable for the actions of NWTC Board in relation to this policy.

## **5.6 Role of NWTC Board**

- 5.6.1 To encourage, foster and promote a culture of equality and diversity in the institution.
- 5.6.2 To ensure consistency of this policy with other policies and initiatives, making recommendations and providing advice on implementation of the policy.

## **5.7 Role of Managers**

- 5.7.1 To ensure that they work to promote equality and diversity as an integral part of the services they provide and the policies and procedures they both develop and apply.

## **6 Application of the Policy**

### **6.1 Staff**

#### **6.1.1 Recruitment and Selection**

- 6.1.1.1 Recruitment advertising will encourage applications from all sectors of the community reflecting NWTC's commitment to equality and diversity.
- 6.1.1.2 Recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates (subject to budget considerations)
- 6.1.1.3 Job descriptions, person specifications and recruitment advertisements will be written on the basis of the essential and justifiable requirements of the position
- 6.1.1.4 Short listing, appointment and rejection decisions will be transparent and justifiable and will be supported by written comments.

#### **6.1.2 Promotion**

- 6.1.2.1 All promotions criteria and procedures will be free from prejudice and must be applied equitably and consistently.

#### **6.1.3 Staff Development**

- 6.1.3.1 All staff will have equal access to induction, personal and career development opportunities and facilities

#### **6.1.4 Performance Management**

- 6.1.4.1 Probation and appraisal procedures will be clear and transparent and will be applied fairly across all staff.

#### **6.1.5 Discipline and Grievance**

- 6.1.5.1 Disciplinary and grievance procedures will be applied fairly and transparently for all staff.
- 6.1.5.2 Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

## **6.2 Learners**

### **6.2.1 Recruitment, Selection and Admission**

6.2.1.1 All information contained in prospectuses, websites and other material used in the recruitment of learners should promote equality of opportunity and make reference to this policy.

6.2.1.2 All staff involved in the recruitment, selection and admission of learners will have an awareness of equality and diversity.

### **6.2.2 Assessment**

6.2.2.1 There will be clear, consistent and transparent criteria for learner assessments and all assessments will take place on an equal opportunities basis.

### **6.2.3 Discipline and Learner Complaints**

6.2.3.1 Discipline and learner complaints procedures will be applied fairly and transparently for all learner;

6.2.3.2 Allegations of harassment or discrimination will be dealt with under the learner Disciplinary Code.

### **6.2.4 Training**

6.2.4.1 Equality and diversity awareness raising and training will be mandatory for all staff. Information will be provided to all learners in order to raise awareness of equality and diversity and the contents of this policy.

### **6.2.5 Monitoring**

6.2.5.1 Statistics will be gathered to monitor equality across all aspects of NWTC processes and will be used to inform future practice.

### **6.2.6 Confidentiality**

6.2.6.1 Any information disclosed to the institution in relation equality and diversity issues will be kept strictly confidential in accordance with legislative requirements

### **6.2.7 Breach of Policy**

6.2.7.1 Contravention of the Equality and Diversity policy will be treated as a disciplinary matter and offenders will be dealt with under NWTC Disciplinary policy for staff or the Learner Disciplinary Code.

## **7 Policy Renewal**

This policy will be reviewed every 12 months (or earlier if necessary) by NWTC's Quality Department and/ or when further provisions of the Equality Act 2010 are implemented.

## 8 Sources of Further Guidance:

Equality & Human Rights Commission:  
<http://www.equalityhumanrights.com/>

ACAS (Advisory, Conciliation and Arbitration  
Service):  
<http://www.acas.org.uk/index.aspx?articleid=1461>

Equality Act 2010  
Human Rights Act 1998

Equality Challenge Unit:  
<http://www.ecu.ac.uk/>