

# EQUALITY AND DIVERSITY POLICY

**Dated: 17 June 2021**

**Reviewed: 31<sup>st</sup> July 2023**

## **1. Policy Statement**

HGV Training Services is committed to providing equal opportunities and avoiding unlawful discrimination in all aspects of employment in relation to the discrimination of people as a result of disability, age, religion or belief, race, sex, sexual orientation, Gender Reassignment, Marriage, Civil Partnerships, Pregnancy and Maternity.

This policy is intended to assist the Company to put this commitment into practice, compliance with which will prevent unlawful acts of discrimination from taking place within the organisation.

In addition, the Company is committed to ensuring it does not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by the Company.

This policy outlines standards that every Employee is required to achieve in order to assist the Company in meeting its equal opportunities obligations. Where the Company provides services for / in partnership with public sector organisations, additional obligations to those outlined in this policy, may also exist to which the Company will fully comply.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment. The Company has a separate Bullying & Harassment policy which deals with these issues.

Employees should be aware that they can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination they may commit and those who commit serious acts of harassment may be deemed to be guilty of a criminal offence. It is therefore important for all Employees to comply with the Equal Opportunities policy and related policies in all aspects of their work.

This policy does not form part of Employees' terms and conditions of employment, and may be varied by the Company from time to time, as required.

The Equal Opportunities Policy applies to all Employees based in the UK as well as those based outside the UK that are covered by UK employment law. It also applies to prospective Employees who have applied for an approved vacancy within the Company.

## **2. Responsibilities**

### **Employees:**

- Adhering to all aspects of this policy;
- Assisting others in order to ensure they adhere to all aspects of this policy;
- Treating all other Employees at all levels with dignity and respect;
- Ensuring their working practices are non-discriminatory;
- Reporting any acts of discrimination experienced by them personally or witnessed by them, towards others, to their Line Manager.

**Line Manager:**

- Ensuring all working practices and procedures are non-discriminatory;
- Investigating all formal and informal allegations of discrimination, harassment, bullying or victimisation raised by employees, customers or suppliers in line with Company policies and procedures.

**Recruiter:**

- Ensuring compliance with this policy in all recruitment and selection related activity;
- Ensuring their working practices are non-discriminatory;

**Related Policies & Procedures**

- Bullying & Harassment Policy & Procedure
- Data Protection Policy (Employment Records) Policy & Procedure
- Disciplinary Policy & Procedure
- Grievance Policy & Procedure

**3. Procedure****Section 1 – Equal Opportunities in Employment**

The Company will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy on the grounds of disability, age, religion or belief, race, sex, sexual orientation, gender reassignment, marriage and civil partnerships, pregnancy and maternity.

Role profiles will contain information that is limited to those requirements that are necessary for the effective performance of the role. Candidates for employment or promotion will be assessed objectively against the requirements of the role taking account any reasonable adjustments that may be required for candidates with a disability.

The Company will also consider any possible discriminatory effects of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done. When considering requests for variations to standard working practices, the Company will only refuse such requests only if it considers it has good reasons, unrelated to any prohibited ground of discrimination, for doing so. The Company will comply with its obligations in relation to statutory requests for contract variations. The Company will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

The Company cannot lawfully discriminate in the selection of Employees for recruitment or promotion, but the Company may use appropriate lawful methods, including lawful positive action, to address the under-representation of any group which the company identifies as being under-represented in particular types of job.

## **Section 2 – Training**

The Company will ensure that managers and other individuals involved in recruitment or other decision making where equal opportunities issues are likely to arise, are knowledgeable in equal opportunities legislation and obligations under this policy.

The Company will also provide information to all Employees to help them understand their Equal Opportunities rights and responsibilities.

## **Section 3 – Grievances**

If an Employee considers that they may have been unlawfully discriminated against on the basis of disability, age, religion or belief, race, gender or sexual orientation, they may use the company's grievance procedure to make a complaint.

The Company will take all allegations seriously and will seek to resolve any grievance which it upholds. Employees will not be penalised for raising a grievance, even if the grievance is not upheld, unless it considers that the complaint is both untrue, was made in bad faith or was vexatious.

## **Section 4 – Disciplinaries**

Acts of discrimination, harassment, bullying or victimisation against Employees or customers on the basis of their disability, age, religion or belief, race, sex, sexual orientation, gender reassignment, marriage and civil partnerships, pregnancy and maternity may be considered to be disciplinary offences and may be dealt with under the Company's disciplinary procedure. Discrimination may constitute gross misconduct and could lead to summary dismissal.