



Damar Training

Equality and Diversity Policy

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1 Vision

At Damar Training we are committed to promoting equality and diversity within all our activities and are determined to create a culture in which unlawful discrimination is not tolerated.

We believe that diversity within our team, our learners and our wider customer base are all essential to our success and strength as a provider.

2 Policy Statement

Every individual should be treated fairly, respectfully and with dignity and to this end we are determined to proactively tackle all forms of inequality. We will ensure that all staff, learners, visitors and other stakeholders have the right to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing

Regardless of:

- Age
- Disability
- Sex
- Race (including racial group, nationality, national origin, skin colour and ethnicity)
- Religion, belief and non-belief
- Sexual orientation
- Gender transition
- Marital / civil partnership status
- Pregnancy or maternity
- Social / economic background
- Any other inappropriate distinction.

3 Scope of the Policy

This policy applies to all Damar staff, including contractors, as well as all our learners and other visitors.

Where a learner's employer does not have an equality and diversity policy of its own which is equally or more stringent than this document, the policy statement above shall be deemed to be restated by the relevant employer in favour of the Damar learner(s) concerned.

We expect those suppliers with whom we do business to have an approach to equality and diversity that accords with this policy and will not contract with suppliers where we believe this not to be the case.

4 Aims of the Policy

We are committed to fulfilling the vision and policy statement by:

- Taking positive action to ensure that our staff and learners reflect the diverse local and regional communities in which we work.
- Making sure that our staff and learners are safe and do not suffer discrimination, bullying, harassment or insults to personal dignity.
- Using documentation, marketing and promotional material that promotes equality of opportunity and reflects the diversity of our staff, learners and employers.
- Eliminating any barriers to applying for a Damar course that demonstrate unfair discrimination, and working to promote Damar courses to all members of the communities in which we work.
- Ensuring that all learners and employers have equal access to the support and quality of service they deserve to enable any achievement gap between groups to be minimised.
- Using quality assurance procedures that effectively monitor equality of opportunity across provision and do not discriminate.

5 Implementation and Communication of the Policy

Key to the implementation of this policy is placing equality and diversity at the centre of all activities, from senior level strategic and business planning to the most simple daily operational processes and procedures. We have an equality and diversity action plan which is kept live and at any given time will be guided by a small group of key performance targets. The various documents and policies that support this are listed in section 10.

The content and vision of this policy is communicated to all staff at induction and is also included in the induction received by every learner. The policy itself is available to all staff, learners and employers on request, both electronically and in hard copy.

All staff are encouraged to contribute to all policies at Damar through a process of impact assessment.

6 Responsibilities and Designated People

Damar's Directors have ultimate responsibility for ensuring compliance with the Equality Act 2010 and its statutory codes of practice, other legislation and the regulations set out by our key stakeholders including awarding bodies and funding agencies. They will also take action against any breaches of the policy by staff, learners or employers.

The Training Manager is responsible for coordinating the implementation and monitoring of policies, processes and procedures that support compliance with the regulations outlined above.

The Equality and Diversity Lead is responsible for supporting the management team through monitoring the KPIs referred to above, ensuring that the action plan remains up to date and ensuring that we maintain awareness of best practice and developments in relevant legislation and guidance.

All department managers are responsible for communicating the policy effectively to staff in their teams and for positively promoting the vision and policy statement. In addition they will ensure the presence of ongoing equality and diversity support and training for staff and monitor their teams for breaches of this policy.

The business development and recruitment team is responsible for initial communication of the policy to all learners and employers through the process of securing placements and identifying, recruiting and enrolling learners.

All assessors are responsible for ensuring further communication of the policy to learners and employers through the induction process. Subsequently, they will also provide ongoing support to learners and monitor any issues in relation to equality and diversity throughout their programme.

All members of staff at Damar, including contractors, are responsible for supporting and implementing the aims of this policy and demonstrating behaviour and actions that do not discriminate, harass or bully in any way.

7 Breach of the Policy and Complaints

We will take any breach of this policy, or complaint in relation to it seriously, whether it be by a staff member, contractor, learner or employer. Any instance will be investigated thoroughly and appropriate action will be taken in a timely and sensitive manner.

8 Monitoring and Review

We have a robust set of quality assurance procedures that include measures in relation to equality and diversity and will seek to assess the impact of this policy through these processes. These are overseen by the Training Manager, who communicates feedback to management and staff at scheduled monthly meetings.

Damar's equality and diversity action plan and targets are reviewed monthly, at the management meeting.

The policy will be reviewed in the event of significant changes to legislation or regulation, or as a matter of course every two years. This policy will be reviewed prior to the 1st April 2011 when the single equality public duty comes into force.

9 Relevant Legislation

This policy will be implemented by Damar in accordance with current legislation and codes of practice including:

- The Human Rights Act 2000
- Equality Act 2010
- Public duty considerations, as outlined in the Common Inspection Framework

10 Documents Supporting the Policy

Damar has a number of policies and documents which support this policy:

- Equality and diversity action plan
- Self assessment report
- Damar staff handbook
- Damar assessor guide
- Damar recruitment guide
- Quality Assurance Policy
- Complaints and Appeals Policy
- Safeguarding Policy
- Health and Safety Policy
- Learner induction workbook
- Supervisor guide