



Equality & Diversity Policy

Policy Review

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Policy Statement

TradeTechs Northern Ltd is committed to the idea of equal opportunities for all. Our policy is to ensure that no person involved or associated with TradeTechs Northern Ltd receives less favourable treatment on the grounds of gender, nationality, religion, sexuality, racial or ethnic origin, language, culture, age, or disability.

We believe in human rights for all those connected with this organisation and all members of society. No action shall be taken against them by any person connected with TradeTechs Northern Ltd which would devalue their contribution to society as a whole and to this organisation or lead to a loss of self-respect for them or respect for them from others.

However, we believe in order and social discipline both in society and in the organisation of classroom training and work-related training. We hold the right to request a standard of dress appropriate with circumstance and safety at work.

We will comply fully with the letter and intention of all laws and directives. We are committed to the fulfilment of all agreements, regulations, and Acts, which may have implications for our role in the training that we provide.

The responsibility for compliance and for the positive attitude required to ensure success is laid upon all individuals within the organisation. All external persons, partners and suppliers connected with TradeTechs Northern Ltd are encouraged to hold the same responsibility and commitment.

To protect staff and clients/ learners alike there will be procedures to ensure that each person has a redress against harassment and bullying at work or during any part of training. There will be procedures for redress of complaint. A record of all complaints will be kept, regularly reviewed and the causes of complaints analysed to prevent reoccurrence. Anyone whose personal data is stored by TradeTechs Northern Ltd will have right of access to it. Health and safety at work will be paramount.

What do we mean by equality of opportunity?

Equality means treating everyone with equal dignity and worth regardless of characteristics. People have different needs, situations and goals and it is our job to ensure that we meet them. Achieving equality means the removal of discriminatory barriers that limit what people can do and often what they can be. We recognise that people can experience inequality in a range of ways including:

- Access to services
- Outcomes
- The degree of independence
- How they are treated by others.

The aim of this scheme is to ensure that we tackle these inequalities in several ways that are relevant for our organisation.

The Legislative and Regulatory Framework

This scheme has been written in line with new legislation in the form of the Equality Act 2010. This act will introduce a new single public sector duty for people who share the following **protected characteristics**:

- Age
- Disability
- Gender reassignment
- Marriage/civil partnerships
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

The public sector duty is:

- To eliminate conduct prohibited by the Act.
- To advance equality of opportunity between people who share protected characteristics and those that do not.
- To foster good relations between people who share protected characteristics and those that do not.

In fulfilling our duty under the Act, we may have to treat some people more favourably than others for example in making reasonable adjustments for people with a disability or in implementing positive action strategies to address disadvantage or under representation.

Existing Equalities Legislation

Whilst the Equality Act 2010 extends the provisions of the law and is intended to simplify the current legislative framework it does not replace all pieces of current legislation. General and specific duties related to race, disability and gender are replaced by the single equality duty; however, we will be mindful of the need to comply with continuing provisions within legislation where appropriate.

Equal Opportunities Procedures

These procedures cover the following areas:

- Advice and guidance for redress against harassment and bullying
- Procedure for staff recruitment, selection, promotion, training, redundancy and retirement or dismissal
- Procedure for clients'/ learners' recruitment including avoidance of stereotyping.
- Advice and guidance on the design and content of training materials and sessions

Harassment and Bullying

Harassment is an unacceptable form of behaviour. All staff and clients/ learners can consider themselves fully protected by our anti-harassment and bullying policy at TradeTechs Northern Ltd, at workplaces or work placements or at any other place where work or training takes place. Clients/ learners are to be politely questioned in confidence on each occasion of formal review and at other appropriate times as to their level of contentment with their workplace or work placement and training provision.

What is Harassment?

Any unacceptable or unwarranted behaviour which disrupts the quality of life or work of an individual. Although the examples set out below are not exclusive, they show types of unacceptable conduct, which are completely against our policy:

- Successive or single acts of bullying
- Verbal or physical abuse
- Ill-treatment
- Any offensive or oppressive act
- Any defamatory remark
- Causing a person to avoid or want to avoid any social, work, or training environment through poor behaviour towards them.
- Ill-advised comments or harassment about any person's sex, sexual orientation (including lesbian, male homosexual, or transitional sexual status), religion or belief, race or ethnic origin, disability or age, marital status.

- Any abuse of a position of authority by a staff member over a client or to another staff member

Harassing Aspects of Potentially Offensive Displayed Graphic Materials

Our policy is that it cannot be assumed that because one person does not find such material offensive, so all must put up with it. We will not allow anyone in a situation in which they have to request that such items be removed. You are not to make available:

- The display of sexual material on posters or in any other form this can be linked to sextortion and extortion. (See Safeguarding policy for further information)
- Any written or printed material intended to show that any person is inferior in any way, including any sexual or racist aspect.
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Procedure for Staff Recruitment, Selection, Promotion and Training

At TradeTechs Northern Ltd we are committed to:

- Advertising our vacancies widely to attract a diversity of applicant.
- Working proactively to address issues of under representation within our staff group.
- Ensuring that our pay and reward processes are fair and address any issues that may exist in relation to equal pay issues.

Procedure for learners' recruitment including avoidance of stereotyping.

At TradeTechs Northern Ltd we are committed to:

- Adopting a wide and varied marketing strategy to attract learners from a variety of backgrounds and abilities.
- Encouraging applications from groups that are under-represented in the workforce.
- Ensuring positions wherever possible are available to all learners regardless of age, disability, race, or sex.

Advice and guidance on the design and content of training materials and sessions **Learning Materials**

Training notes will be checked to ensure that they are written in language suitable to clients'/ learners' literacy levels so far as is possible. The wording of contracts or agreements will contain wording which describes the equal opportunities policy of TradeTechs Northern Ltd in an easily understandable way to any external organisation.

Should this ability or skill prove to need refreshment later, such a test can take place with the agreement of the staff member or client/ learner.

Victimisation

No person, staff or client/learner shall be victimised because of their giving information about any act by a person that contravenes this Equal Opportunities policy. Persons making allegations, which are proved to be false, will be dealt with in accordance with the staff procedures for dismissal. Any staff member who bullies or harasses another staff

member or client/ learner who they believe has made an accusation against them, whether it be proved or not, shall be liable to dismissal. All staff will be able to report matters detailed in the Public Interest Disclosure Act 1998 ('whistleblowing') without fear.

Cooperation by Staff and Clients/ Learners

As a part of TradeTechs Northern Ltd, you have a duty to cooperate and comply with any measures set out to improve or sustain the concept of equality of opportunity.

Responsibilities:

- Managers

Will be accountable for the implementation of equality and diversity objectives within the organisation and for championing the vision and principles of equality and diversity with their staff and learners.

- Individual members of staff

All staff are responsible for the implementation of and support for the company's equality and diversity policies. It is up to them to challenge inappropriate, discriminatory, and damaging behaviour as well as celebrating equality and diversity in their day-to-day roles across the company. Staff have a responsibility to contribute to the establishment of an equality and diversity and to work with managers through formal and informal consultation mechanisms to ensure that our commitment to equality and diversity is upheld.

- All learners

Our learners are responsible for ensuring that they abide by the company's policy in relation to equality and diversity and respect difference and diversity within the company. They have a responsibility to provide feedback to the company on its policies and their practical implementation across the company. They have a responsibility to challenge inappropriate behaviour amongst their peers in a constructive manner.

Advancing Equality of Opportunity

The achievement of this duty is enshrined within the company's values. TradeTechs Northern Ltd will work hard to ensure that everyone reaches their full potential regardless of their personal characteristics or socio-economic status.

We will make all reasonable adjustments to its provision, teaching and learning resources, access, and other publications to enable equal access for all individuals and groups.

Reasonable Adjustments for Learning

At TradeTechs Northern Ltd, we are committed to creating an inclusive learning environment where all learners can thrive. We recognise that individuals may have special educational needs and disabilities (**SEND**) or other support requirements, and we will

make reasonable adjustments to ensure equal access to training and assessment. These adjustments are tailored to meet individual needs and are designed to remove barriers to learning, while maintaining the integrity of the qualification. Learners are encouraged to disclose any support needs during enrolment or at any point during their training, so that appropriate arrangements can be made.

Examples of Reasonable Adjustments

- Extra time for assessments or practical tasks
- Modified training materials (e.g. large print, coloured overlays)
- Use of assistive technology (e.g. speech-to-text software)
- Flexible scheduling or remote access options
- Access to a quiet space or sensory-friendly environment
- One-to-one support or mentoring
- Adjusted physical access (e.g. seating arrangements)
- Simplified instructions or visual aids (e.g. coloured paper)
- Rest breaks during sessions
- Support with reading or writing tasks

Process for Requesting Reasonable Adjustments

Learners who require reasonable adjustments due to special educational needs, disabilities, or other support requirements are encouraged to inform the training provider as early as possible ideally during the **initial interview/ enrolment process**. This allows time to assess needs and put appropriate support in place. The process typically involves:

1. **Disclosure:** The learner shares their support needs, either verbally or in writing, with the training provider or designated support officer.
2. **Initial Discussion:** A member of staff (e.g. tutor, SENCO, or welfare officer) meets with the learner to understand their needs and discuss possible adjustments.
3. **Evidence (if needed):** The learner may be asked to provide supporting documentation, such as a medical report, EHCP, or educational psychologist's assessment.
4. **Assessment of Needs:** The training provider reviews the request and considers what adjustments are reasonable and practical within the training environment.
5. **Implementation:** Agreed adjustments are put in place and communicated to relevant staff.

6. **Review:** Adjustments are monitored and reviewed regularly to ensure they remain effective and appropriate.

Fostering Good Relations

TradeTechs Northern Ltd will proactively promote equality and diversity. It will ensure that our learners and staff have an understanding and appreciation of the diversity and difference that goes to make up the society in which we live and work. The company will achieve this part of its equality duty by:

- Ensuring that a celebration of diversity is embedded within teaching and learning.
- Working in partnership with other organisations and individuals to ensure that our learners and staff are exposed to diversity and difference.
- Work within our local community to support community cohesion.

Advice and guidance on making complaints and redressing grievances.

Eliminating Discrimination

TradeTechs Northern Ltd operates a zero-tolerance policy in relation to discrimination; we perceive this part of our equality duty to be a minimum standard that all employees, learners, contractors, and visitors to the company will achieve.

Reporting Incidents

TradeTechs Northern Ltd has robust and confidential mechanisms in place to enable staff and learners to report incidents of discrimination. The confidentiality of the individual will be maintained as will the individual be protected from any reprisals because of their complaint. Complaints against members of staff and about learners should be made to the Quality Manager.

Appendix A

Equality Act 2010

The Equality Act 2010 (the Act) brings together and replaces the previous anti-discrimination laws, such as the Disability Discrimination, Race Discrimination, Race Relations, and Equal Pay Acts with a single Act. Much of the Act came into force on 1st October 2010. The Act generally covers anyone who has one or more of the following 'protected characteristics':

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race – including ethnic or national origin, colour, or nationality.
- Religion or belief – including lack of belief.
- Sex, and sexual orientation