

EQUAL OPPORTUNITIES POLICY

Family:	HR
Reference Code	Q/2
Line Manager Responsible:	Human Resources
Approval Date:	18 th March 2018
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Review Date:	1 ^{7th} March 2019

The aim of this Policy is to support equal opportunities for all employees, contractors and learners. The Policy is divided into two separate parts to focus on the internal processes as well as the work with the clients.

Employment Practices

Statement of policy

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability.
3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

Recruitment and Selection

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specification.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

Training and Promotion

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

Learners

Statement of policy

Free to Learn Ltd is committed to establish and promote fair procedures for the recruitment, admission, assessment and support of students.

No prospective or current learner will be treated less favorably than any other, whether before, during or after their study.

Learner recruitment based on the principal of equal opportunities. Advisors and trainers are responsible for each learner to have equal opportunities. Exams Officer is responsible to provide equal opportunities during the assessments.

Free to Learn Ltd is committed to the promotion of equal opportunity with respect to programme content, assessment methods and the structure of programmes and aims to ensure that learning materials and assessments reflect the principles of equal opportunities.

Action Plan

Action	Responsibility	Timescale
Learners:		
Ensure that Equal Opportunities, awareness raising continues to be incorporated within the Learner Induction Programmes provided by advisors.	Regional Managers	Ongoing
Ensure that Equal Opportunities, is embedded within the learner handbook.	Training Development Manager	July 2016
Ensure that Equality & Diversity are reflected in the curriculum.	Training Development Manager	On-going
Revise all the learning materials and ensure that Equality & Diversity are reflected.	Training Development Manager	On-going
Revise all the learning materials and ensure that Equality & Diversity are reflected.	Training Development Manager	On-going
Monitor learner achievement and success rates by age, gender, ethnic origin and disability status.	Quality & Compliance Manager	On-going
Conduct regular focus groups or 'learner Voice' with the learners to ensure that equal opportunities are promoted.	Training Development Manager	On-going

Staff:		
Ensure that the working and learning environments are accessible to all staff.	Facilities Manager	On-going
Provide equal opportunities awareness training within the Staff Development plan, this will be updated yearly.	HR Manager	Ongoing
Conduct employee survey to assess whether staff perceive that they have equal access to opportunities for development and advancement.	HR Manager	Yearly, On-going
Analyse the composition of employees by age, gender, ethnic origin on an annual basis.	HR Manager	Annually
Ensure that equal opportunities discussion is the part of the induction and onboarding with every new member of staff.	HR Manager and Regional Managers	On-going
Organise events to promote diversity.	HR Manager	Twice a year
Organisational communications to promote Equal Opportunities message. E.g. Staff newsletter	HR Manager	Ongoing

Signed: Gabriella Gherscovic

Position: Director