



EQUALITY POLICY

POLICY STATEMENT

1. S3 Science recognises that discrimination and victimisation is unacceptable and that it is in the interests of S3 Science / ATDP and its employees/apprentices/students/learners to utilise the skills of the total workforce. It is the aim of S3 Science / ATDP to ensure that no employee, apprentice, student, learner or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment, training opportunities or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. The scope of this policy also extends to any individual who is undertaking learning services from ATDP / S3science e.g. part time students, apprentices, trainees and learners
3. Our aim is that our workforce will be truly representative of all sections of society and that everyone feels respected and able to give of their best. As an organisation we are committed disability confident employers. We will always ensure we support all our employees/apprentices/students/learners to achieve their absolute best and heavily advocate, promote and encourage this with all stakeholders. This includes our supply chain. We ensure and heavily advocate this approach with our employer partners and training partners
4. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all who are within our employment and training programmes.
5. All employees/apprentices/students/learners, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All apprentices/students/ learners will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation. We pride ourselves on focusing on the ability in all our staff and learners and will ensure reasonable adjustments and support are always put in place to ensure everyone has a fair opportunity to excel.
6. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of S3 Science's goods and services.
7. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all employees / apprentices / students / learners
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.

- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with trade unions and / or employee representatives.
- The policy will be monitored and reviewed annually

RESPONSIBILITIES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Director. Directors / Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- All their learners and staff are aware of the policy and the arrangements, and the reasons for the policy;
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- Proper records are maintained.

Human Resources / Head Office will be responsible for monitoring the operation of the policy in respect of employees, learners and job applicants, including periodic departmental audits.

RESPONSIBILITIES OF STAFF

Responsibility for ensuring that there is no unlawful discrimination rests with all learners and staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- Comply with the policy and arrangements;
- Not discriminate in their day to day activities or induce others to do so;
- Not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- Inform their manager if they become aware of any discriminatory practice.

THIRD PARTIES

Third-party harassment occurs where a S3 Science learner or employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. S3 Science will not tolerate such actions against its learners or staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. S3 Science will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. S3 Science policies will be reviewed regularly and any discriminatory elements removed.

RIGHTS OF DISABLED PEOPLE

S3 Science / ATDP / FJN Recruitment attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- Make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- Include disabled people in training/development programmes;

- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.
- Conduct reasonable adjustments and keep a hold of LIVE documents which are shared with employers and training providers where necessary with the agreement of the learner/staff member

RECRUITMENT

Our recruitment policy positively supports equality of opportunity. Our approach is to achieve a workforce that is representative of the diversity of the communities from which we recruit and the apprentice population. All candidate's CV's for consideration will be anonymised to ensure fair and transparent recruitment. The Finance & Operations / HR Manager will monitor the recruitment profile of all applicants for employment.

APPRENTICE/ LEARNER APPROACH

- Apprentice induction provides a general overview of equality and diversity, introducing them to the policy and topic;
- Our curriculum will promote equality, celebrate diversity and tackles discrimination, stereotypes and promotes British values;
- Provide clear entry criteria to each apprenticeship and training programme, ensuring a transparent approach to initial and eligibility assessments
- Embedding equality and diversity principles throughout all policies, procedures and working practices.
- Development of an Individual Learning Programme (ILP) ensuring all apprentices have an ILP that meets their learning needs and ensures full participation

EQUALITY TRAINING

A series of regular briefing sessions will be held for staff on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.

Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

MONITORING

- S3 Science deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declares themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
- Where appropriate **equality impact assessments** will be carried out on the results of monitoring to ascertain the effect of S3 Science policies and our services / products may have on those who experience them.

- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that S3 Science, or areas within it, is not representative, or that sections of our workforce are not progressing properly within S3 Science, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, S3 Science policies and practices as well as consideration of taking legal Positive Action.

GRIEVANCES / DISCIPLINE

Employees and learners have a right to pursue a complaint concerning discrimination or victimisation via the S3 Science Grievance or Harassment Procedures. All learners receive an induction pack which includes the procedures and easy read steps on how to pursue a complaint along with the appropriate conduct. S3 Science ensures we are very open in this to ensure that all employees and learners feel they can speak up without judgement or fear.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Director.