

ULTRA WORK BASED LEARNING: EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Ultra's Strategic Aim (taken from 5 year strategic plan)

To develop Ultra Work Based Learning as an exemplar equality of opportunity organisation. In particular, to encourage social inclusion and diversity of provision in order to widen participation in learning.

Commitment

Ultra Work Based Learning commits itself to improving equality of opportunity in education and training. The organisation will encourage diversity and will not tolerate harassment or other unfair discrimination on grounds of gender, marital status, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. Ultra Work Based Learning will endeavour to ensure that all its partners, including sub-contractors, employers and sponsors, uphold and promote equality of opportunity.

Relevant Legislation

The company will treat current UK legislation and EU directives (Race Relations Act 1976, Sex Discrimination Act 1975 and 1986, Employment Act 1989, Disability Discrimination Act 1995, Employment Relations Act 1999, Human Rights Act 1998, Race Relations (Amendment) Act 2000, Special Educational Needs and Disability Act 2001) and any subsequent amendments and additions as minimum requirements by which to abide. The company will endeavour to act in a manner that extends the requirements of current legislation (particularly with regards to age discrimination in the work place).

Ultra Work Based Learning will implement its Equal Opportunities and Diversity policy via its overall strategic plan and the individual actions necessary to implement that plan. Policy effectiveness will be monitored via the organisation's meeting structure, in particular the Performance and Planning meeting.

Responsibility

The Managing Director has overall responsibility for Ultra Work Based Learning's equal opportunities policy and strategic aims.

The Quality Assurance Administrator is responsible for ensuring that the policy is reviewed, and if necessary updated, at least annually.

All staff are responsible for policy implementation. As a minimum staff should ensure that learners: can explain what is meant by harassment and bullying; know what to do if they feel that they are being unfairly treated; and can explain why they should treat other people with respect. Staff should also endeavour to ensure that employers understand their statutory obligations with respect to equality of opportunity,

particularly with respect to adopting fair selection procedures for recruiting learners and the protection of staff from discrimination, harassment and bullying.

Learners have their own responsibility for promoting equality of opportunity and should report all instances of harassment or bullying.

Implementation and Monitoring

Ultra Work Based Learning will seek to develop itself as an exemplar equality of opportunity organisation by:

- monitoring and setting targets for under represented groups to ensure that our staff profile matches the diversity of the local community
- auditing and monitoring procedures for staff recruitment, selection, appraisal and development to ensure such practices do not discriminate
- appraising and reviewing individuals' responsibilities for promoting equality of opportunity
- reviewing, through all levels of the organisation's meeting structure, the progress of the integration of equality measures
- implementation of appropriate training in order that staff are equipped to identify discrimination and stereotyping and have the confidence to challenge discriminatory behaviour.

Ultra Work Based Learning will encourage social inclusion and diversity of provision in order to widen participation in learning by:

- collecting and analysing data in order to direct strategic planning and to close equality gaps by targeting under represented groups
- actively promoting equality of opportunity and challenging stereotyping amongst partner employers
- ensuring that all learners are fully aware of, and understand, equal opportunity issues and legislation and to encourage them to challenge inequality
- ensuring all company literature and marketing is equality proofed
- working towards ensuring that all company premises are accessible to those with disabilities
- capturing, disseminating and embedding good equality practice throughout the organisation and its partners
- working to help the LSC achieve its strategic aims for equality of opportunity.

Grievance and Complaints Procedures

Procedures for dealing with harassment are contained in a separate guide entitled '**Dealing with Harassment: A Guide for Staff and Learners**'. Other grievance and complaints procedures may be found in **Disciplinary, Dismissal and Grievance Procedures**, Ultra's **Contracts of Employment** and also **Learner and Employer Information Guides**.

Glossary of terms used in this Policy

Exemplar: model; fit to be imitated

Equality of opportunity: ensuring that all people can contribute and participate. An aspiration backed by legislation that focuses on under-represented groups. Something for which we continually strive

Social inclusion: participation and contribution from all elements of society/the community

Diversity: recognition (and value of the fact) that people are individual and hence have different strengths and needs

Harassment: worry; trouble or aggravate

Discrimination: make distinctions between; set up exceptional treatment against or in favour of. Managing diversity focuses on how to use the differences between people to drive excellence and creativity in performance