



tacs

TRAINING ASSESSMENT &
CONSULTANCY SERVICES

Equality and Diversity Policy



OVERALL AIM

TACS values the diversity of its staff and customers. We aim to make our services as accessible and responsive as possible to all existing and potential customers, and to provide a service to them which recognises and respects their differences. We recognise that our ability to meet their needs is improved by having a diverse workforce which generally reflects our customer base. We also wish to provide the best opportunities to all our employees, based on their abilities and potential.

This policy covers all aspects of employment including job adverts, recruitment, induction, pay, conditions of service, staff development, change management, promotions, grievance and disciplinary procedures, training and development and assessment. It applies also to relationships with suppliers and contractors, as well as to potential employees and our learners.

DEFINITIONS

Direct Discrimination

Direct discrimination occurs when someone or a group of people are treated less favourably in relation to any of the protected characteristics.

Indirect Discrimination

Indirect discrimination is a discrete type of discrimination that involves a policy, rule or procedure that is applied to everyone in a certain area but, ultimately, puts some individuals or groups at a disadvantage. Just like direct discrimination, indirect discrimination can be posed as a formal or informal rule, practice or policy that may control behaviour or set standards in the workplace.

Discrimination by Association

Discrimination by association is direct discrimination against someone because they associate with another person who possesses a protected characteristic. Perceptive discrimination is direct discrimination against an individual because others think they possess a protected characteristic. It applies even if the person does not actually possess that characteristic.

Harassment

Harassment is recognised and means that employees will be able to complain with regards to behaviour that they find offensive, even if it is not directed at them, and the complainant need not possess the relevant characteristics themselves.

Bullying

Bullying is not a natural behaviour and should not be seen as such. It typically can be when someone uses superior strength or influence to intimidate.

Victimisation

Victimisation is the action of singling someone out for cruel or unjust treatment.

LINKED POLICIES

- P013 Prevent
- P004 Safeguarding
- P014 Bullying & Harassment
- P016 Health and Safety
- P019 Whistleblowing
- P022 Fair Access
- P006 Safer Recruitment Policy

RESPONSIBILITIES

Responsibility for Implementing the Policy – Managing Director:

- Has overall responsibility for the implementation of this Policy.

Management responsibilities – TACS Head of Operations has responsibility to:

- Embrace and promote Equality & Diversity.
- Ensure staff are aware of the policy and procedures and that they receive support to undertake it effectively.
- Ensure this policy is implemented within the operation.

Staff responsibilities – we all have a responsibility to:

- This policy applies to all employees, who are required to understand and follow this policy, together with our associated policies.

RECRUITMENT

We will provide full and fair consideration for all job applicants, based on merit and ability. All managers involved in recruitment will be trained appropriately.

We will review and develop our recruitment procedures to encourage applications from, and the employment of, people from a range of backgrounds reflecting our customer base. Procedures for testing or assessment will be reviewed so as not to disadvantage any applicant.

We aim to ensure that our recruitment practices are free from unlawful discriminatory criteria. Questions relating to applicants' race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy / maternity, gender reassignment, current or future family responsibilities or unrelated criminal convictions, will not form part of our selection process.

STAFF DEVELOPMENT

We recognise that our ability to meet our client's diverse needs is improved by having a diverse workforce which has the skills and understanding to achieve our service objectives. We will take all appropriate steps to ensure that all staff receive fair consideration of their training and development needs and promotion opportunities to enable them to develop their full potential with TACS Ltd.

Standard training modules, reference manuals and training materials will be updated where necessary.

Training on this policy is provided during our workplace induction process. Updates to Equality and Diversity are discussed at the monthly staff meeting, where employees are encouraged to raise any concerns.

APPRENTICES

During the recruitment of apprentices TACS staff will promote the policy. Staff involved in recruitment understand Equality & Diversity. Applicants will be forwarded to employers purely based on ability.

During the apprentice's induction the trainer explains the TACS Equality & Diversity policy.

Every apprentice is provided with access to an Equality & Diversity course on the TACS Academy. The aim of this is to promote Equality & Diversity during their learning journey.

Trainers are expected to embed Equality & Diversity into every session. This is monitored as part of the lesson visit process conducted by the Quality & Compliance Co-ordinator.

Apprentices complete a 12-week progress review and TACS trainers discuss Equality & Diversity in the workplace, community, and wider society. Apprentices answer questions and the employer is part of this process.

STAFF RETENTION

All employees whose circumstances change whilst employed by us will be given full support by the business to maintain or return to a job appropriate to their experience and abilities.

FLEXIBLE WORKING

TACS are strong advocates of flexible working. We do not enforce set office hours; staff can utilise flexible working between the hours of 8am and 6pm. Staff also can work from home when required and have all relevant equipment to do so.

MONITORING PERFORMANCE

TACS Ltd will monitor its progress towards diversity by doing the following:

- Monitoring the ethnic, age and disability profile of our employees to enable us to understand the composition of our workforce to identify any areas of inequality.
- Monitoring applicants for jobs, training and development, grievances, disciplinary hearings, dismissals and other reasons for leaving.
- Monitoring employee opinions and comments through an annual employee survey, employees' forums and feedback via the appraisal system.
- Performance monitoring through customer feedback, surveys, focus groups and proper investigation of any customer complaints.

BREACHING THE POLICY

Any employee who feels they have been treated in a way which is contrary to this policy should raise this either formally through the grievance procedure, or informally with Dan Cooper. Any breaches of this policy by employees will be fully investigated and may lead to disciplinary action.

STAFF CPD

- All staff complete mandatory online safeguarding training as part of induction.
- Staff may receive additional face to face training through attendance at external training.
- Refresher training for all staff is mandatory every 3 years.
- All staff will receive updates via email, bulletins and at staff meetings from the Managing Director.

This policy is reviewed annually.

Approved on: 15/10/2021

Approved by: Daniel Cooper, Managing Director

Signature:

A handwritten signature in black ink, appearing to be 'D Cooper', written over a horizontal line.