



# Equality & Diversity Policy

Version 6

Updated: 26/06/2024

Next Review Date: 26/06/2025

Responsibility: Envisage Owner, Managers & Staff

## **Equality & Diversity Policy Statement**

The Envisage Equality & Diversity Policy details our commitment to not discriminate on the grounds of gender, race, colour, nationality, and national or ethnic origin, marital status, sexual orientation, age, and disability, political or religious belief in our organisation's education and training engagement, delivery and support services. Envisage will ensure that our commitment translates into inclusive actions that underpin our engagement with learners, students, customers and staff, including external stakeholders and employers we work with to ensure successful education or training outcomes and experiences.

Envisage believes that all learners and staff members have the right to be treated with dignity and respect and we will not condone or permit harassment or discrimination through any of our business activities.

We will deliver this commitment by doing the following:

- Full compliance with any legislation relating to promoting equal opportunities.
- Promotion of practices and procedures that ensure equal opportunities are offered to everybody who wishes to learn on any of our courses.
- Consideration of the needs of all potential learners when running or developing courses to minimise the need to make reasonable adjustments for candidates with particular requirements
- Envisage will cover the costs of any reasonable adjustments we make for any of our learner
- Developing assessment practices that avoid unnecessary barriers to achievement.
- Ensuring fair and equal assessment for all learners including those with particular assessment requirements.
- Regularly reviewing all publications and material produced by Envisage to ensure that they are free from bias, reflect current and best practice.
- Promotion of the principles of equality, diversity, accessibility and inclusion in all delivery and services.
- Reviewing equality & diversity annually through our Self-Assessment process. This is monitored and management monthly at Envisage management meetings and externally validated on an annual basis the Envisage owner and external education and training consultants. Any actions that arise from the Envisage Self-Assessment feed into our Quality Improvement Plan (QIP) for develop actions throughout to an agreed timescale.
- Ensuring that all Envisage staff receive equality & diversity CPD updating, regular training and guidance to integrate and promote equality and diversity. It ensures currency and best practice are maintained in teaching resources and delivery to students, learners and customers.
- Providing equality & diversity in our leadership and management of education and training by ensuring that we deliver on our commitment by monitoring equality & diversity
  - Using statistical information, reports and analysis to monitor recruitment, progress, success rates and progression of learners, students and customer learning
  - Using statistical information, reports and analysis to monitor staff recruitment
  - Undertaking learner/student surveys, meetings and reviewing feedback
  - Monitoring learners/customers success rates to identify and resolve adverse success rate variance (more than 5%) across equality & diversity protected characteristics, such as age, ethnicity, gender and disability
- Reviewing and updating our policy annually based on relevant changes to best practice, emerging themes, current legislation and issuing an updated policy statement to our staff.

**Dave Ireson – Envisage Owner**

**Monday, 26<sup>th</sup> June 2024**

**This statement is reviewed annually.**

## **Vision**

Envisage is committed to equal opportunities for all and will ensure that everyone associated with its services will also commit to this, including taking positive action towards the effective implementation of its policies. We want to develop a culture where ideas flourish and are shared. We acknowledge the responsibility and key role we have as a training provider to prepare our learners and staff for the future through increasing their understanding of the importance and relevance of diversity

## **Purpose**

The purpose of this policy is to provide equality and respect, and to promote the diversity of all people. Envisage will strive to eliminate discrimination in all its forms and in all the functions of the business by consistently challenging behaviour and prejudice that discriminates against individuals on the basis of the 9 protected characteristics as stated in The Equality Act 2010:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy and Maternity
6. Race
7. Religion and Belief
8. Sex
9. Sexual Orientation

## **Scope of Policy**

This policy applies to all partners, staff members and learners together with those contracted to work at or for Envisage. For the purposes of this policy Envisage has adopted the following definitions:

- Diversity means recognising, valuing and taking account of people's different backgrounds, knowledge, skills and experiences, and encouraging and using those differences to make the way we work and learn more creative, efficient and innovative
- Direct discrimination is treating a person less favourably than others due to a protected characteristic
- Indirect discrimination is the applying of a requirement or condition, which, although applied equally to everyone, is such that a considerably smaller proportion of a particular group can comply with it and it cannot be justified
- Harassment is the violation of a learners dignity, or, the creation of an intimidating, hostile, degrading, humiliating or offensive environment relating to a protected characteristic
- Victimisation arises where someone is treated badly because they have made a complaint or helped someone else make a complaint by giving evidence

## **Our Commitment**

- To maintain a safe environment for both staff and learners, which is free from discrimination, where harassment, bullying and violence are confronted and where work is done with perpetrators to change behaviour.
- To take positive action to ensure that Envisage reflects the current status quo and prepares for the future diversity of our communities including promoting strategies to widen participation and encourage application and enrolment of non-traditional learners
- We are committed to building a diverse and socially inclusive workforce that is responsive and appropriate to all our service users
- To provide an environment that ensures equality of opportunity, respects and protects the dignity of individuals and is free from discrimination, harassment, victimisation or bullying of any kind.

- To provide the staff with training and development opportunities to enable them to meet the diverse needs of learners and the staff, and to develop awareness of individual difference appropriate to their job role.
- To forge and maintain links with appropriate community, education/training or support agencies to ensure that we are up to date with community needs, and regional and national developments.
- Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings
- This policy will be monitored and reviewed annually through Self-Assessment and Quality Improvement.
- An annual updated policy statement will be issued to all our staff
- To monitor key performance indicators such as success by each of the 9 protected characteristics.

### **Responsibilities**

All partners, staff members and learners have a responsibility to ensure that they do not ignore or condone discrimination, harassment, victimisation and bullying by others of any kind and to ensure their own conduct conforms to the expected standards and reflects this policy document.

All Envisage staff are responsible for:

- Ensuring that everyone is treated fairly and equally and
- Ensuring staff and participants are encouraged, supported and enable to reach their full potential
- Implementing and supporting the aims of this policy

Individual staff members are responsible for:

- Implementing and supporting the aims of this policy
- Promoting equality of opportunity
- Contributing to an environment free from intimidation and celebrates diversity

Learners are responsible for:

- Respecting all learners within groups
- Respecting all staff members
- Compliance with Envisage's equal opportunities statement and policy

### **Dealing with Complaints**

If a learner or a staff member believes that they have suffered any form of discrimination, harassment or victimisation Envisage will take any suspected case seriously. All complaints will be dealt with in accordance with the agreed procedures as stated in Envisage's customer service and complaints policy. Anyone who makes a complaint of discrimination will not be victimised and we will make every effort to ensure victimisation does not occur and that any complaints are dealt with promptly. Learners can raise this matter through the complaints procedure. Staff members can raise such issues by following the grievance procedure.

### **Breach of the Policy**

Envisage will take any breaches of this policy by staff members, learners and visitors seriously. Any such instances will be investigated and where appropriate will be considered under the relevant disciplinary policy.

### **Facilities and working practices**

Whenever reasonably practicable to do so, we will commit to making 'reasonable adjustments' to the working environment to give learners, staff members or visitors with disabilities, equal opportunities.

### **Learners and Customers**

- All learners and customers will be given equal consideration and will not be discriminated against on any grounds
- Envisage welcomes and supports people with any form of disability, including specific learning disabilities, and will make reasonable adjustments and endeavour to meet specific requirements.
- All venues used by Envisage will be suitable for learners and customers who have a disability.

- All recruitment screening processes will be transparent, thorough, carried out objectively, and will only address the learner's suitability for their identified training/qualification requirements.
- All staff members who are in contact with learners and customers are responsible for promoting equality of opportunity and have received training to provide inclusive learning experiences for all participants to support individual learning styles and disclosed additional learning needs. This will be actively promoted in all delivered sessions, assessments and feedback.
- Learning materials will be non-discriminatory and accessible to all.

#### **Standard adjustments that may be requested are:**

- **Modified Enlarged Exam or Assessment Paper for candidates with visual impairment.** Access to a paper with enlarged text would give them access to a fair assessment
- **Exam or Assessment Time Extension** – extra time **is not** allowed for practical assessments. An allowance of up to 25% extra time is permissible for exam papers if the candidate has learning difficulties supported by an official assessment/report.
- **Use of a Reader** – for candidates with visual impairment or below average reading skills. The reader is a responsible adult who reads the questions to the candidate. They must not be the course tutor, relative, friend or peer of the candidate. The reader must only read the question paper instructions and the questions, but **must not** explain or clarify any of the questions
- **Use of a Scribe** – for candidates who cannot write legibly due to learning difficulties such as dyspraxia. The scribe is a responsible adult who writes down a candidate's dictated answers to questions and must not be the course tutor, relative, friend or peer of the candidate. The use of computer software that produces a hard copy of the candidate's dictated speech is permissible as a scribe.

#### **Envisage Staff Development**

Envisage is committed to providing a staff development programme that provides all staff members with an awareness of issues relating to equality and diversity. On-going updating and training on equal opportunities will form part of our philosophy, planning and development.

Staff development may include:

- Attendance at external events and networks
- Sharing good practice workshops with a focus on identifying good practice in the incorporation of equality & diversity into the development and delivery of assessment, learning and teaching
- Planning to embed equality & diversity in teaching and assessment
- Basic awareness training
- All new employees will attend a thorough induction programme that will cover their responsibilities as employees, the company's responsibilities to them in respect of all aspects of their employment, training, development, equal treatment and health and safety.
- Online training and resources will support staff updating with tutor's professional practice and updating them on equality & diversity legislation changes that have an impact on education and training.
- Endeavours to create a learning environment in which all employees feel comfortable regardless of their Protected Characteristic.
- Regular appraisals and development reviews where all parties are encouraged to provide constructive feedback and evaluation based upon skills and behaviours assessment.

#### **Recruitment**

All appropriately qualified applicants will be given equal consideration during the recruitment process and will not be discriminated against on any grounds. Specific interview candidate information pertaining to protected characteristics will be redacted from candidate applications.

## Monitoring

Envisage’s managers and staff will collect, log and analyse appropriate information and data to be able to monitor, report and review learner, staff and organisational processes, actions and developments to ensure that Envisage managers, staff, learners and customers are meeting Envisage’s equality & diversity duties as set out legally and within our Equality & Diversity statement and policy. We will undertake monitoring by:

- Analysis of learner and customer education, training and assessment data by Envisage managers and staff to monitor the effectiveness of learning and assessment in meeting the needs of all learners. This will enable the identification and actions to be developed to address any adverse variance in the recruitment/participation, delivery, learning experience and achievement of all learners, but specifically sub-sets of learners that include learner gender, age, ethnicity and learner with learning difficulties and disabilities (LLDD.).
- Learner applications (prior education levels and location – disadvantage areas), success, additional support, and attendance will be monitored and reported in annual self-assessment report and issues identified through the quality improvement plan.
- Diversity/Equal Opportunities is an agenda item at Management/Staff meetings. Reports and recommendations are discussed.
- A record of all Equality & diversity incidents and complaints is maintained, with actions taken being reviewed and reported at management meetings.
- Envisage will review this policy in accordance with the results shown by the monitoring. If changes are required, we will ensure these implemented.

## Management of Complaints

All complaints are managed by Envisage management, which includes identification of a complaint that may have an equality or discrimination dimension. A manager will lead any investigation, who will report on progress and resultant actions to the management staff and Envisage owner. The management staff will receive an equality & diversity update on a quarterly basis (every three months) with a reports outlining any equality & diversity staff CPD completions/needs, complaints/incidents pertinent to E&D issues and monitoring of Envisage’s Quality Improvement Plan (QIP) E&D actions, progress and developments.

## Code of Ethics

This Code of Ethical Practice defines what is best in good practice for professionals in the fitness industry by reflecting on the core values of rights, relationships, responsibilities and standards.

## Documents related to this policy

Reasonable Adjustments of Assessment policy, Customer Service and Complaints policy and Staff development and CPD log

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