

# Equality and Diversity Policy

## Purpose

This policy sets out Norton Webb Limited's approach to equality and diversity. Norton Webb Limited is committed to facilitating equal opportunity and to providing a proactive and inclusive approach to equality which supports all under-represented groups, promotes an inclusive culture and values diversity.

Norton Webb Limited values diversity and recognises that our organisation is greatly enhanced by the different range of backgrounds, experiences, views, beliefs and cultures represented within the Norton Webb community. This approach brings valuable insight to us and enhances the work that we do.

Norton Webb Limited is an inclusive organisation which is committed to providing equal opportunities to our workforce, customers and learners. This includes: equality of pay, recruitment, training and development of all stakeholders, and to proactively tackling and eliminating discrimination.

## Equality and Diversity at Norton Webb Limited

At Norton Webb Limited, we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all.

We consider diversity to mean celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences - by embracing this in all of our activities, we acknowledge that variety and difference are intrinsic to the success and future development of our business.

Equality and diversity are not interchangeable but interdependent. There can be no equality of opportunity if difference is not valued and harnessed.

## Scope

The rights and obligations set out in this policy apply equally to:

- Actual and prospective learners ('learner' is used as a common term to also denote client and customer where appropriate).
- Employees (all employees, whether part-time or full-time or on a substantive or fixed-term contract, and also to associated persons such as volunteers, agency staff, contractors and others employed under a contract of service).
- Employers (external partners who are in receipt of and/or providing work-based Norton Webb Limited services).

The words 'individual(s)' and 'everyone' are used in this policy to denote all those above.

Everyone is personally responsible for upholding this policy and we expect all individuals to behave with dignity, courtesy and respect and to act in a non-discriminatory manner at all times.

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to our work (e.g. at meetings, social events and social interactions with colleagues), or which may impact on Norton Webb Limited's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to Norton Webb Limited).

As part of Norton Webb Limited's employee induction, employees are expected to read and familiarise themselves with this policy, ensure that this policy is properly observed and fully complied with, and to complete the Employee Declaration form.

## **Norton Webb Limited's Commitment**

Every individual is entitled to an environment that promotes dignity, equality and respect for all.

Norton Webb Limited will not tolerate any acts of unlawful or unfair discrimination, harassment, or victimisation committed against an individual or visitor because of a protected characteristic. By law, the following are classified as protected characteristics:

- Sex.
- Gender reassignment.
- Marriage and civil partnership.
- Pregnancy and maternity.
- Race (including ethnic origin, colour, nationality and national origin).
- Disability.
- Sexual orientation.
- Religion and or belief.
- Age.

Discrimination on the basis of an individual's work pattern (e.g. part-time working, fixed term contract, flexible working), which is unjustifiable, will also not be tolerated.

All individuals will be encouraged to develop their skills and fulfil their potential by taking advantage of training, development and progression opportunities.

Selection for employment, promotion, training, or any other benefit, will be on the basis of aptitude and ability.

Norton Webb Ltd are a Disability Confident employer and are committed to ensuring the inclusive and accessible recruitment of both staff and learners, and providing reasonable adjustments to meet the needs of disabled people who access or provide our services.

Subject to statutory provisions, no individual will be treated less favourably than another because of their belonging to a protected group - this includes equality of pay for all employees.

No form of intimidation, bullying or harassment will be tolerated. If an individual believes that they may have suffered discrimination because of any of the above protected characteristics, they should consider the appropriateness and feasibility of informal resolution. If this is not possible, the individual may make a complaint

which will be dealt with through the agreed procedures for complaints and grievances or, where appropriate, the procedures for dealing with bullying and harassment. For types of discrimination, please see the Annex at the end of this policy.

Allegations involving learners and employers will be dealt with using the agreed procedures for handling bullying and harassment as detailed in the Norton Webb Harassment Policy. Learners or employers who are found to have breached this policy may have their relationship terminated with Norton Webb Limited; this includes any funded training which they may be receiving.

An employee found to have breached this policy may be subject to disciplinary action under Norton Webb Limited's Discipline Policy. Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

## **Promoting Good Practice**

Norton Webb Limited will take active steps to promote good practice in regards to equality and diversity. In particular, we will:

- Subject our policies to continuous assessment in order to examine how they affect protected groups, and to identify whether our policies help to achieve equality of opportunity or have an adverse impact.
- Ensure the elimination of unlawful discrimination, harassment and victimisation based on a protected characteristic, whether actual, perceptive or associative.
- Promote an inclusive culture, good practice in teaching, excellent learning and assessment, and good management practice through the development of best practice policies and training.
- Removing or minimising disadvantages suffered by people due to their protected characteristics.

## **Training and Educating Employees**

All employees undertake equality and diversity training at Induction and revisit this training yearly. The training received is continually reviewed to ensure that the most appropriate and up-to-date training is given.

Periodic updates surrounding key concepts are communicated monthly via the internal communication channels. Monthly focus topics are also distributed via these communication channels to raise awareness and promote discussion in all areas under the wider safeguarding and equality agenda. These areas include: radicalisation, mental health issues, disability awareness, positive relationships, and staying safe on the internet, all of which will educate employees alongside giving greater knowledge to be passed onto learners.

There is reference to equality and diversity in all team meetings which are carried out on a quarterly basis. Equality and diversity (along with safeguarding) is one of the areas covered in the regular questions asked of learners during their monthly training meetings with tutors.

## Legislative Framework

This policy is underpinned by the following legislation:

- Human Rights Act 1998
- The Civil Partnership Act 2004
- The Gender Recognition Act 2004
- The Equality Act 2006
- Equality Act 2010

The Public Sector Equality Duty also applies where we are working on behalf of the public sector.

The above list is not exhaustive and will be reviewed regularly.

Under the above equality legislation, it is unlawful to:

- Discriminate directly against anyone and treat them less favourably than others because of a protected characteristic they have, or are thought to have (perception discrimination), or because they associate with someone who has a protected characteristic (discrimination by association).
- Discriminate indirectly against anyone by applying a criterion, provision or practice which particularly disadvantages people who share a protected characteristic.
- Subject someone to harassment related to a relevant protected characteristic.
- Victimise someone because they have made, or intend to make, a complaint or allegation or have given / intend to give evidence in relation to a complaint of discrimination.
- Discriminate against someone in certain circumstances because of a protected characteristic after the working relationship has ended.

## ANNEX - Types of Discrimination

There are various types of discrimination prohibited by this policy. The main types are:

### Direct Discrimination

Direct discrimination occurs where one person is treated less favourably than another because of a protected characteristic. By way of example, refusing to promote a pregnant employee on the basis that she is shortly due to go on maternity leave would be direct discrimination on the protected characteristic of the employee's sex. Other types of direct discrimination are:

- **Associative discrimination** - this is direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, an employee is discriminated against because their son is disabled.
- **Perceptive discrimination** - this is direct discrimination against an individual because others think they possess a particular protected characteristic. For example, where co-workers believe the individual is gay. This type of discrimination applies even if the person does not actually possess that characteristic.

### Indirect discrimination

Indirect discrimination occurs when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people. This is discrimination even though there was no intention to discriminate. For example, a requirement for UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; therefore, this could amount to indirect discrimination on the grounds of race.

### Victimisation

Victimisation is where an employee is treated less favourably than others because they have asserted legal rights against Norton Webb Limited or assisted a colleague in doing so. For example, victimisation may occur where an employee has raised a genuine grievance against Norton Webb Limited and is demoted or disciplined as a result.

### Harassment

Harassment is "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual". It is important to remember that it is not the intention of the harasser but how the recipient perceives their behaviour which determines whether harassment has occurred. Please see Norton Webb Limited's Harassment Policy, for further details of how Norton Webb Limited will deal with bullying and harassment.

Norton Webb confirms that this policy applies to any projects where ESF funding or ESF matched funding is applicable.

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# Equality Diversity & Inclusion Action Plan 2020/21

Action	Measure	By Whom	By When
To publish and promote the quality plan to all stakeholders	All stakeholders have access to the plan	Head of Centre	Ongoing
To ensure that displays in classrooms and communal spaces promote diversity in terms of race, gender and disability.	More diversity reflected in displays and materials for learning resources & classrooms	SMT Tutors	January 2021
Equality & Diversity refresher training for all staff including Tutors and Support staff	Updated CPD records and certificate	Quality Manager	January 2021
Maintain Disability Two Ticks – or look at becoming an Investor in Diversity	Certificate renewal	Quality Manager	November 2020
To celebrate cultural events throughout the year to increase learner and staff awareness and understanding of different communities.	A programme of social media posts are organised and special days celebrated.	Business Development Team	December 2020
Themed events to be organised in line with the cultural calendar such as Black History Month Anti Bullying week, International Women's day	Social Media and schemes of work	Managing Director & Business Development Team	December 2020
Reviews will be audited to ensure learners are answering questions set relating to E and D in sufficient detail to demonstrate that they have a good understanding of the concepts involved	Audit data & report Action plans	Quality Manager	January 2021

# Equality Diversity & Inclusion Action Plan 2020/21

Action	Measure	By Whom	By When
Add additional EDI fields to Midas to aid reporting during the year.	Audit Reports	IT Manager	February 2021
Review reasonable adjustment policies	To ensure we are recognising differences and when we can adapt our way of working – TAPRs to show altered working, ALS forms if required	Quality Team	February 2021
Ensure all policies and procedures are quality checked against the Equality Act & KCSIE and subsequent updates	Policy schedule and version controls	Quality Team & HR	Dec 2020 and ongoing
Improve data analysis for progressions/destination for all learners	Quarterly reports to SMT so that curriculum offer can be adjusted if necessary, to meet needs of stakeholders	SMT	December 2020
Ensure all imagery reflects and celebrates the diversity of the Norton Webb community.	Monitor learner perception of E & D and incidence of discrimination and harassment through learner surveys, complaints and safeguarding reporting	SMT	Quarterly
Monitor gender profiles	Monitor gender profiles at qualification levels and promote provision through imagery that challenges gender stereotypes	SMT BD	Quarterly Performance Plans/Monthly Managers Reports
Monitor ethnic minority group learner success rate trends.	Undertake qualification level analysis to evaluate success rate trends for ethnic group learners to identify the curriculum team plan	SMT	Quarterly Performance Plans



# Equality Diversity & Inclusion Action Plan 2020/21

Action	Measure	By Whom	By When
Produce a mid-year report of outcomes for learners in receipt of additional support.	Establish a mid-year report for the outcomes of learners in receipt of any additional support that integrates with qualification progress tracking to enable targeted interventions	Head of Quality	January 2020
To identify, respond and report racist incidents as outlined. To report the figures to the Governing Body in a quarterly basis	Stakeholders will be happy with the effectiveness of response given by Tutors/SMT	DSL	Quarterly