



orchard  
Education

# Equal Opportunities and Diversity Policy

Orchard Education Ltd  
1 Sargon Way  
Great Grimsby Business Park  
GRIMSBY  
North East Lincolnshire  
DN37 9PH

01472 898498

# **Equal Opportunities and Diversity Policy**

## **STATEMENT OF INTENT**

The Orchard is committed to eliminating discrimination and encouraging diversity amongst our workforce and across our client base. Our aim is that each person who has an association with the company (employee, learner or otherwise) feels respected and is valued based upon their skills, performance and commitment. It is the continuing policy of the Company to provide equal opportunities to all without regard to the actual or perceived protected characteristics referenced below. The Orchard is committed to treating all associated persons fairly and as such no person will be treated less favourably due to their association with someone who has a protected characteristic.

This Policy reflects the requirements of the Equality Act 2010, which harmonises and replaces previous legislation (including the Race Relations Act 1976 and the Disability Discrimination Act 1995). This ensures consistency in what we need to do to make our workplace a fair environment and comply with the law

The Equality Act includes seven different types of discrimination: Direct Discrimination; Associate Discrimination; Discrimination by Perception; Indirect Discrimination; Harassment; Harassment by a Third Party; Victimisation. Staff, partners, clients (including learners and employers supported through activities) and anyone connected to Orchard need to be aware of these - detailed below:

### **Direct Discrimination**

This is when someone is treated less favourably than another person because of a [protected characteristic](#) (as outlined below);

### **Associative Discrimination**

Direct discrimination against someone because they associate with another person who possesses a protected characteristic;

### **Discrimination by Perception**

Direct discrimination against someone because others think they possess a protected characteristic;

### **Indirect Discrimination**

Can occur when you have a rule or policy that applies to everyone but disadvantages a particular protected characteristic;

### **Harassment**

Harassment is any unacceptable or unwanted behaviour that disrupts the quality of life or work of an individual. Some examples (not exclusive) are detailed below:

- Successive or single acts of bullying;
- Verbal or physical abuse;
- Ill-treatment;
- Any offensive or oppressive act;
- Any defamatory remark;
- Causing a person to avoid or want to avoid any social, work or training environment through poor behaviour towards them;
- Ill-advised comments relating to a person;
- Any abuse of a position of authority by a staff member over a learner or to another staff member;
- The display of sexual material on posters or in any other form including graffiti or electronically;
- Any written or printed material intended to show that any person is inferior in any way
- Inappropriate calendars or potentially offensive magazines;

Complaints can be brought about if they find the behaviour offensive even if it is not directed at them.

### **Harassment by a third party**

Employers are potentially liable for harassment of their staff by people they don't employ;

### **Victimisation**

Someone is treated badly because they have made or supported a complaint or grievance under this Act.

### **Protected characteristics**

1. Age;
2. Disability;
3. Gender Reassignment.
4. Marriage and Civil Partnership (applies only to someone who actually personally has this characteristic);
5. Pregnancy and Maternity;
6. Race (including ethnic origin, colour, citizenship, nationality, and national origin);
7. Religion or Belief;
8. Sex;
9. Sexual Orientation.

Employees will be judged solely on merit and ability during recruitment, selection, training, development and promotion throughout their employment. Students and learners will also be treated in exactly the same manner.

### **Fair treatment**

All persons associated with the company whether full-time, part-time or temporary, will be treated fairly and with respect. This policy applies to all employment/course recruitment decisions, including those in connection with:

- Recruitment, selection, promotion and advertisement of jobs;
- Terms and conditions of employment and course delivery;

- Training, career development and progression;
- Grievance and disciplinary procedures;
- Performance;
- Relationships between members of staff/learners;
- Treatment of employees when their contract ends.

## **Positive action**

The Company may elect to utilise positive action where permitted by legislation. Positive action is action an employer takes to achieve greater equality in its workforce. Should positive action be utilised it will be proportionate and in accordance with legislation.

## **THE POLICY IN ACTION**

### *1. Induction*

Induction of employees will include reference to the application of equal opportunities and diversity within our activities and the complaints procedures (this can be found within the Company Handbook which is issued to all Employees at commencement of employment).

### *2. Monitoring*

Procedures will be reviewed six monthly. A recording system of the person's gender and ethnic origin will be maintained as means of identifying possible areas of inequality. Information on ethnic origin will be confidential.

### *3. Marketing*

Any advertising will carry the words "Orchard operates an Equal Opportunities Programme". These opportunities will be open to all eligible persons regardless of possible protected characteristics. Applications from people with disabilities are welcome.

The content and design of all written material used to promote or describe our training programmes/vacancies will be monitored to ensure that it does not actually, or by implication or careless use of language, discriminate against people by virtue of their protected characteristics. A variety of advertising methods and referral methods will be used. Where possible, use will be made of local organisations representing minority ethnic groups, women, and people with disabilities.

### *4. Duties of the learner and personnel*

Learners and personnel have a duty to refrain from disciplinary practices during the course of their work. They also have a duty to co-operate with measures introduced by the management to further the objectives of this policy.

Learners and personnel must draw to the attention of the Operations & Compliance Manager suspected discriminatory acts and practices.

## 5. *People with Disabilities*

Every effort will be made to ensure that discrimination is not carried out against employees/learners with disabilities. The school is aware of the special facilities available to enable people with disabilities to undertake training and practical experience and will make use of these facilities when appropriate.

## 6. *Complaint Procedure*

All complaints of discrimination or abuse will be treated seriously. Staff will be informed of the complaints procedure at their induction and referred to the policy directly and Company Handbook.

## 7. *Responsibility for the Implementation of Equal Opportunities*

The SLT have responsibility for the implementation of our Equal Opportunities Policy and will offer his help, advice, and guidance to Staff or Students on any equal opportunity matters.

Also refer to the Complaints Policy and Employee Handbook

This policy will be reviewed annually by SMT/SLT member or area specific school advisory panel member.

	Initial	Review 1	Review 2	Review 3	Review 4	Review 5
Signed		Dave Melia	D. Melia	Dave Melia	Dave Melia	CHB
Position		Director	Director	Director	Director	Operations and Compliance Manager
Date		03.08.17	30/08/18	30/08/19	27/08/20	01/09/2021