



Equality and Diversity Policy

Version 1

1. Introduction

Genius People recognises that the public sector duty aims to eliminate unlawful discrimination, harassment and victimisation under the Equality Act 2010. We understand that it is essential to provide fair and equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees and students at all levels to act fairly and prevent discrimination.

2. Ofsted

Ofsted will give due regard to equality, diversity, and inclusion during inspection and in its research and evaluation work.

This objective is broken down into 2 parts. The numbering relates to that within:

<https://www.gov.uk/government/publications/ofsteds-equality-objectives-2016-to-2020/equality-objectives-progress-review-2018-to-2019>

1.1 In making judgements, inspectors will consider whether those we inspect comply with their relevant duties set out in the Equality Act 2010. They will also consider, if applicable, the extent to which they promote British values and promote equality and diversity.

1.2 When meaningful, we will comment on outcomes for children and learners with relevant protected characteristics. We will continue our programme of special educational needs and/or disabilities (SEND) inspections.

Actions- Ofsted -our actions are to:

- be clear in all published inspection frameworks that inspectors will take the above factors into account
- provide training to inspectors on equality, diversity and inclusion, and how to assess it on inspection
- ensure that we consider those with protected characteristics when setting and carrying out our research and analysis programmes

Success criterion- Ofsted

Inspectors report non-compliance with the Equality Act 2010 when encountered.

3. Protected characteristics

- The following characteristics are protected under the 2010 Act
- age
- disability
- gender reassignment

- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Age, Gender, Sexual Orientation, Transgender, Marital Status

No discrimination will be accepted with regards to the gender of the individual. All learners will be encouraged to participate in all activities regardless of gender or age. All staff and learners will have the same opportunities and be treated in the same manner regardless of their gender or age. No discrimination will be made with regards to individual sexual preferences and marital status.

Reference:

The Sex Discrimination Act 1975

Employment, Equality Sexual Orientation Regulations Dec 2003

Equalities Act (2010)

Religion, Ethnic origin, Cultural origin

No individual will be refused a place on the grounds of religion, ethnic origin, or culture. Information will be available to all whenever possible, this will be in the first language if English is not understood, or an interpreter will be used to ensure information is exchanged accurately in a timely manner. All learners and staff will be expected to respect individual religion, ethnicity, and cultural differences.

The curriculum encourages both staff and learners to treat everyone with equal concern and respect and to value each other. Questions about racial and cultural differences will be answered in a clear, factual way that is understood in an appropriate manner. Positive support for a learner's home language and cultures will be given as this provides a framework for learning English.

We also have use of quiet rooms for the use of faith-related activity and learners are asked if they have this requirement during initial assessment.

Reference:

The Race Relations Act .1976

Employment Equality Religion or Belief Regulations Dec 2003

Disability

We are committed to the integration of learners and staff with a disability or additional needs. Extra help or special arrangements may be required including 'reasonable adjustment'.

The organisation will not discriminate directly or indirectly against a disabled learner or staff member. It is recommended that all disabilities or special needs are made known so any

necessary reasonable adjustments can be made as soon as possible to promote engagement in work and learning.

Reference:

The Disability Discrimination Act 1995

4.Code of Conduct

The organisation will not allow harassment or bullying to learners or staff. This can include unwelcome comments or behaviour, repetitive criticism, intimidation, insulting, aggressive, undermining self-confidence or the misuse of power. Any action which makes the recipient feels upset, humiliated, threatened, or vulnerable.

If the offensive behaviour is made by learners, an on the spot explanation of why it is not accepted will be made and the behaviour policy followed.

Any breach of this policy by a member of staff may result in disciplinary action.

5. Definitions

Direct discrimination - means treating people less favourably because of their race, disability, race, gender, the colour of their skin, ethnic and national origin, nationality, sexual orientation, religion, or age.

Indirect discrimination - occurs when an unjustifiable requirement or condition, whether intentional or not affects adults or children from certain groups.

6. Values and Principles

Equality and opportunity are a fundamental quality in any educational institute. This policy promotes the following standards for Genius People for all learners and employees:

- 6.1. Respect for others regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion.
- 6.2. Elimination of all form of prejudice.
- 6.3. Commitment to inclusion.
- 6.4. A fair and open recruitment procedure.

Genius People. reserves the right to open its membership to any organisation who supports our aims and objectives. However, it will exclude from membership those organisations that actively work against the development of an equal opportunities policy over time, despite encouragement from Genius People.

7. Statement of policy

7.1. Apprentices

We treat all learners equally. Students are expected to share the same equality ethos of Genius People.

7.2. Recruitment

It is the policy of Genius People to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Genius People recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

7.3. Awareness- all employees of the organisation will be made aware of the provisions of this policy.

7.4. Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion.

7.5. Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

7.6. All vacancies will be circulated internally.

7.7. All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

7.8. All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

8. Responsibility

8.1. The Managing Director at Genius People has overall responsibility for the effective operation of this policy. However, all volunteers and service users have a duty as part of their involvement with Genius People. to do everything they can to ensure that the policy works in practice. Those responsible for recruiting volunteers to work in Genius People provision are responsible for ensuring that they are aware of Policy and adhere to it while working as employed members of staff, associates and volunteers.

8.2. Genius People will bring to the attention of all volunteers and service users, the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it.

8.3. If any service user or volunteer feels that they have been, or are being discriminated against, in any way, they are entitled to pursue the matter with the committee.

8.4. All instances or complaints of discriminatory behaviour will be treated seriously.

8.5. Complaints or allegations of an unfounded or malicious nature will also be treated as serious.

9. Disabled Access

9.1. Genius People. will endeavour to ensure, as far as is practicable, that all the premises it uses have disabled access. When considering new premises, every effort will be made to ensure such premises are fully accessible.

10. Employment

10.1. Genius People will not discriminate on the basis of: sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

10.2. Genius People will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

11. Promotion

11.1. All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

12. Training

12.1. Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion.

12.2. All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the HR Department.

13. Grievances and victimisation

13.1. Genius People emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.

13.2. Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

14. Monitoring and Review

The Policy will be constantly reviewed by the Managing Director to ensure that no one is put to a disadvantage either, directly or indirectly. This monitoring will apply to the practices of staff and volunteers.

It is the responsibility of every individual to eliminate discrimination and to ensure the practical application of this Policy.

This policy is available to all stakeholders and can be seen on the website:

<https://geniuspeople.co.uk/home/>

Date	Version Number	Author	Comments
July 2020	Version 1.0	K Hill	Update