



Education & Skills  
Funding Agency

# EQUAL OPPORTUNITY & DIVERSITY POLICY

Get SET Academy (GSA) is an equal opportunities organisation. It is our aim that there shall be equal opportunities within this Company and in all the services we provide and within our approved centres and via the services we provide.

In particular, it is our intention that there should be no discrimination on the grounds of gender, marital status, colour, race, disability, age, ethnic or national origin, religion, sexual orientation or political opinion. GSA will also ensure that no discrimination occurs in relation to all of the protected characteristics as defined in the Equality Act 2010.

**The Equality Act came into force on 1st October 2010 and replaced previous anti-discrimination legislation including:**

- The Equal Pay Act 1970.
- The Sex Discrimination Act 1975.
- The Race Relations Act 1976.
- The Disability Discrimination Act 1995.
- The Equality Act 2006, part 2.
- The Employment Equality (Religion or Belief) Regulations 2003.
- The Employment Equality (Sexual Orientation) Regulations 2003.
- The Employment Equality (Age) Regulations 2006.
- The Equality Act (Sexual Orientation) Regulations 2007.

All staff employed and learners enrolled at GSA including, visitors, carers and volunteers will be covered by this policy.

## **POLICY STATEMENT**

GSA are committed to equality of opportunity within a diverse learning and working environment. GSA will introduce policies and practices that support a working and learning environment free from bias, unfair or unlawful discrimination, for all its staff, learners, associates and contractors. This is communicated at induction and then promoted regularly throughout the year during training sessions.

GSA is committed to the promotion of equality of opportunity within a diverse environment for all its staff, learners, and visitors and will ensure that its policies and procedures are equally applied and communicated to all.

GSA believes that individuals should be enabled to achieve their full potential in their role and career progression. This means by the provision of appropriate development opportunities and the removal of barriers to enable the achievement of optimum performance. GSA values the following:

- Mutual respect and sensitivity.
- Equality of access to the organisation, with equality of esteem and equality of opportunity within the organisation.
- Continuous improvement of individuals stemming from a culture of ongoing review, development, and enhancement.
- Satisfaction of individual needs via supportive and flexible working/learning environments.
- Encouragement of diversity of views, perspectives, values, and issues, but opposition to and eradication of prejudice, unfair barriers, and discrimination.
- Transparency, equity, responsiveness and accuracy of procedure and process.

## PROMOTING EQUALITY

GSA aims throughout each year to work closely with external agencies such as Councils, employers and employer organisations as well as voluntary and community organisations to promote social inclusion and race equality. Collectively working in partnership will encourage and promote equality for all stakeholders of GSA.

All GSA employees, associates and approved centre's (including centre staff, assessors, verifiers and administration staff) have a responsibility to comply with the intentions of this policy and will undergo training to support the implementation and effectiveness of the policy.

## HOW YOU CAN BE DISCRIMINATED AGAINST

Discrimination can come in one of the following forms:

- **Direct discrimination** - treating someone with a protected characteristic less favourably than others.
- **Indirect discrimination** - putting rules or arrangements in place that apply to everyone, but put someone with a protected characteristic at an unfair disadvantage.
- **Associative discrimination** - refers to discrimination based on an individual's association with another person belonging to a relevant protected group.
- **Harassment** - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.
- **Harassment by a third party** - where the employer's action or inaction is related to a relevant protected characteristic.
- **Victimisation** - treating someone unfairly because they have complained about discrimination or harassment.
- **Discrimination by perception** - discrimination by perception involves a claimant being treated less favourably because the respondent mistakenly perceives the employee to have a protected characteristic (This is a form of direct discrimination).

To implement the policy, we shall:

- Incorporate appropriate responsibilities and duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Provide equality training and guidance to our staff as appropriate, including training on induction as well as further on-going courses as identified via our internal management and review arrangements.
- Communicate, as appropriate, this policy to employees and all those associated with the services provided by GSA at outreach Centre's or other locations.
- Ensure that all members of staff and / or consultants involved in any aspect of our qualification development and delivery arrangements comply with this policy. In particular, that they ensure there are no barriers to entry to units and qualifications it develops and delivers and / or offers for disabled people, for women or men, or people from different racial groups, other than those directly related to the integrity of units or qualifications. The nature of any barriers deemed acceptable to the qualification or unit will be stated and the inclusion of the requirements that create the barrier justified only and explicitly in terms of the integrity of unit or the qualification. Any details of how the effect of any barriers will be mitigated, including using access arrangements, including reasonable adjustments, will be recorded.
- Make every practical effort to ensure that materials, services, and facilities are not only free from bias, but will also support employees, associates approved centres and learners in maximising employment and personal development opportunities.

GSA will comply with legislation relating to equality and diversity and/or the requirements of the awarding body/qualification relating to equality and diversity and raising achievement.

There should be no barriers to achieving a qualification based on:

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion and belief
- Sexual orientation.

GSA considers how its programs including apprenticeships are promoted, marketed, engaged and assessed to ensure that no barriers exist on any of the grounds listed above.

Reasonable adjustments are made to ensure that learners who are disabled are not disadvantaged in any way. Learners must declare their needs prior to the assessment period and all necessary reasonable adjustment arrangements must have been implemented before the time of their assessment. Special considerations are made to ensure that learners are not disadvantaged by any exceptional circumstances that may arise.

## **EQUAL ACCESS AND DISCRIMINATION**

While staff or learners are employed or enrolled with GSA, we are determined to ensure that everyone has equal access to choices and opportunities for study or personal and or professional development. We aim to ensure that no one is discriminated against as a result of any action, intentional or otherwise on the grounds of colour, racial, ethnic or national origins, gender, sexual orientation, marital status, age, religion or belief or disablement.

GSA will take positive action to promote choice, opportunity and progression for its staff and learners and to modify and extend its arrangements generally to accommodate the needs of individuals and/or groups.

GSA will actively promote British Values with all staff and learners. All programmes have a British Values element that must be completed.

**Action Planning:** If incidents occur the following strategy will be followed:

- Identification of issue.
- Action to be taken.
- Deadline.
- Responsibility for achieving action.
- Resources.
- Performance measures.
- Review mechanisms.

## **MONITORING**

Every staff member or volunteer will undertake Equality Training Level 2 (online) provided by GSA on a yearly basis. Additional training will be conducted in house; teaching will embed equality and will be aimed at, understanding shared values and opportunities, protective characteristics, delivery of inclusion and the policy statements to all its employees including developing and adopting links with partnership organisations. Data capture will commence from the start of the learner journey and regularly analysed to ensure we meet our obligation.

GSA will comply with all current and relevant legislation which at the time of writing includes, but is not limited to, the Equality Act 2010. This policy will be monitored and reviewed annually.

As part of the monitoring of candidates registering for a qualification with GSA, we will collect information on diversity, requests for special considerations, access arrangements and feedback from learners, centres and other stakeholders. The centre's information and recording systems will enable candidate's achievements to be monitored and reviewed in relation to this policy.

All relevant issues identified that suggest our provision or services may have unnecessarily impacted on learners will be reported back to the Managing Director who will be responsible for leading on introducing amendments to provision and/or services where necessary and in accordance with our internal procedures for developing and reviewing units and qualifications.

Signed by Managing Director



17/12/2021