



Equality and Diversity Policy

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Introduction

SNE recognises that it is essential to provide 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, and provides guidance and encouragement to employees and learners at all levels to act fairly and prevent discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sex. This policy complies with the 'The Equality Act 2010'.

All learners will be informed of the Equality and diversity Policy – this will include:

- an explanation of what the policy means to the learner
- an explanation of the forms discrimination can take (direct, indirect, victimisation and segregation);
- guidance on the danger of generalised assumptions and prejudices,
- Promote and ensure learner understand and embed fundamental British values, living and working in a multi-cultural society.

The five British Values which are:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those of different faiths and beliefs

Definition of Discrimination

(a) Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

(b) Direct discrimination occurs when one person is treated less favourably than another on grounds relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sex.

(c) Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of an age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sex, than persons in another

group and which is not objectively justifiable in the given situation. Examples include:

- seeking job applications only from persons under 27 years of age and with five years' post-graduate experience;
- demanding technical qualifications for a job which are not strictly necessary;
- sending only full-time employees on training courses

Recruitment and promotion

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 age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sex.

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.

All vacancies will be circulated internally.

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

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.

Employment

SNE will not discriminate based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sex in the allocation of duties between employees employed at any level with comparable job descriptions.

SNE 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.

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

Training

All learners will be provided with appropriate training regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sex.

All employees and learners will be encouraged to discuss their career prospects and training needs with their Line Manager.

Monitoring

It is the responsibility of the Quality Director to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

Grievances and victimisation

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

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