

## **COMPANY POLICY**

### **NAME OF POLICY: Equality and Diversity Policy**

#### **PURPOSE OF THE POLICY**

Michael John Academy (MJA) actively supports and promotes equality and values diversity. This policy has been developed to ensure that all learners, staff, employers and visitors are aware of the duties placed upon us by equality legislation and regulations. The policy seeks to explain the background, law and our intentions together with a commitment to equality and diversity.

#### **CONTEXT**

MJA is committed to promoting equality of opportunity regardless of race, gender, religion or belief, marital status, sexual orientation, disability, age, size, social background or any other criteria which is irrelevant to a persons learning or employment. MJA is committed to narrowing any achievement gap. Through policy and procedure, we will promote inclusion, challenge discrimination and value and celebrate the diversity of learners, staff, employers and visitors.

MJA takes a whole organisational approach to supporting the right of all learners and staff to be treated with dignity and respect at work and are committed to promoting a working environment free from all forms of discrimination, harassment, victimisation and bullying and will ensure that appropriate steps will be taken to achieve this.

We will treat all current and potential learners, staff, employers and visitors with respect and dignity and establish a culture where diversity is valued. We aim to establish a constructive and positive working environment, free from harassment, discrimination and victimisation. We will celebrate and value diversity in human experience and circumstances.

This policy is implemented in the context of the following legislation:

- Equality Act 2010

Who is protected by the Act?

A: Everyone in Britain is protected by the Act. The "protected characteristics" under the Act are (in alphabetical order):

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership

- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation
  
- Health and Safety at Work Act 1974
- The Rehabilitation of Offenders Act 1974
- Employment Rights Act 2010
- Employment Act 2010
- The Children's Act 1989 / 2004

Related information is contained within the following MJA documents:

- Health and Safety Policy
- Safeguarding Policy
- Ex-Offender Policy
- Staff Recruitment and Selection Policy
- Comments, Compliments and Complaints Policy

## **POLICY IN PRACTICE**

MJA will ensure that:

- Learners, staff and employers are aware of this policy and how it will be implemented. MJA will also provide regular training and support to enable learners, staff and employers to apply the policy and act within the law
- Learners, staff and employers are aware of the value placed upon equal opportunities and that action will be taken in the event of the breach of the policies
- Staff have access to information, which assists them to plan, implement and monitor actions to carry out their responsibilities
- All policies and procedures are non-discriminatory and monitoring and positive action processes are regularly reviewed
- Any suspected discrimination will be investigated and appropriate action taken

## **INFORMATION / COMMUNICATION**

1. To learners, prospective learners and members of the public:

- MJA's commitment to equality and diversity will be highlighted in marketing publications, on the website and the intranet
- A summary of the policy will be circulated to all learners at induction and to employers when employing an apprentice or supporting a learner through work experience or placement
- The induction programme for learners will include details of MJA's commitment to equality and diversity
- Staff will regularly reinforce this information during the course of the programme

2. To staff:

- A copy of the policy will be available on the intranet
- The induction programme for staff will include details of MJA's commitment to equality and diversity

3. To employers:

- All employers of apprentices and work experience providers will receive a copy of the policy and will confirm their understanding and their agreement to these

responsibilities. Staff visiting learners at employer premises will confirm that employer responsibilities are being adhered to.

## **MONITORING & EVALUATION**

The success of the Equality and Diversity Policy depends on monitoring, support and action at all levels. Michael John Academy has the following processes in place:

- Monitoring and evaluation of data - recruitment / in learning / achievement (by age, gender, ethnicity, additional learning needs, additional social needs and social background)
- Regular programme review – equality and diversity is a mandatory item on agendas for all internal meetings
- Quarterly Equality & Diversity meetings with senior management representatives to promote improvement
- Equality and Diversity Action Plan - to target specific areas where practice may need improvement and evaluated for effectiveness and the establishment of Equality and Diversity Impact Measurements (EDIMs)

Should you require more information or if you wish to discuss any of the issues mentioned above or require this document in other formats (another language, large print, different font, Braille, audio etc), please contact the Michael John Academy Equality and Diversity Officer.

This policy will be reviewed annually as per the company policy review schedule.

Signed and verified: **May 2017**

**By Equality & Diversity Officer: Catherine Cave**

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