

# Equality & Diversity Policy

## INTRODUCTION

S&B Automotive Academy believes that all people have a right to services and employment which are free from all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

S&B Automotive Academy will abide by the legal requirements as described within the Equality Act and take every step possible to ensure that every individual is treated fairly and equally and that decisions on recruitment, employment, education, selection, training, promotion, career management and provision of other benefits are based solely on objective and job-related criteria.

## RESPONSIBILITY

The Executive Directors of S&B Automotive Academy have ultimate responsibility for the equality and diversity policy.

Every member of S&B Automotive Academy is required to support this policy and ensure discrimination does not occur.

Management will bring to the attention of all employees the provisions of the Policy and will provide any training necessary to ensure the effective implementation of the Policy operates in practice.

## OBJECTIVES

Equality of opportunity is crucial to good practice in any organisation and fairness of opportunity for all is a basic right.

This policy is therefore underpinned by the following:

- To deliver equality and diversity throughout organisational policies, procedures and practice and develop an ethos which respects and values all people
- To challenge discrimination and lack of opportunity and encourage other organisations and individuals to do the same to actively promote equality of opportunity
- To create a culture that respects and values an individual's differences and recognises that difference/diversity is an asset to our organisation both to its work and the people it serves

- To eliminate all forms of unfair discrimination, bullying, harassment or other oppressive behaviour. No form of intimidation, bullying or harassment will be tolerated
- Take positive action to provide encouragement and support to individuals and groups whose progress has been limited by stereotyping and cultural expectations and to prepare candidates for life in a diverse society
- To ensure all employees, volunteers, candidates, and collaborative partners are aware and encouraged to support the objectives of this policy
- Promote good relations amongst people within the organisation's community and the wider communities within which we work
- Do our best, within available resources, to remove barriers which limit or discourage access to S&B Automotive Academy training provision and activities
- Monitor the implementation, set targets for improvement and evaluate the impact of equality and diversity action

## WHAT IS EQUALITY

Equality is ensuring individuals or groups of individuals are treated fairly, equally and no less favourably that is specific to their needs.

This includes and in line with the protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

## WHAT IS DIVERSITY

Diversity aims to recognise, respect and value people's differences to contribute and realise their full potential by promoting an inclusive culture for all staff and candidates

## EQUAL OPPORTUNITIES

The centre will evaluate effectiveness of equal opportunities for all clients, candidates, and staff.

## RECRUITMENT

S&B Automotive Academy will ensure that job descriptions reflect the Equal Opportunity Policy. Advertisements and other recruitment materials will state that the company is an equal opportunities employer.

Recruitment procedures will be constantly reviewed to ensure that they do not discriminate. S&B Automotive Academy will ensure that there is no unwarranted discrimination against anyone:

- In the job specification.
- In the design and completion of application forms.
- In the selection process (including interview timing and location).
- In the assessment technique.
- In the terms of employment offered.

A copy of this Equality and Diversity Policy statement will be available to all job applicants and will be provided to all successful candidates for jobs at S&B Automotive Academy or for training.

## ACCESS TO FAIR ASSESSMENT

The centre evaluates arrangements to support access to fair assessment.

## TRAINING

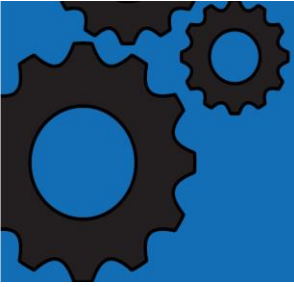
Training and briefings will be delivered as and when there is a necessity to ensure that all staff and have up to date information. This will be delivered by either the Safeguarding officer or arranged external training, including online.

All new staff to the organisation will receive training as part of their induction programme, with certificates which are kept in their personnel file.

Staff will receive refresher awareness training as part of Continuous Professional Development every 3 years unless new statutory guidance & best Practice occurs before.

## LEARNERS

S&B Automotive Academy will use its best endeavours to ensure that no prospective learner is discriminated against. This will be highlighted to learners at Induction through the Learner Handbook and monitored at each Progress Review.



## **MONITORING OF COMPLIANCE**

All feedback, both formal and informal, from candidates, employers, and clients or other interested parties, is reviewed by S&B Automotive Academy. If any changes to the centre's policies or procedures are considered necessary to maintain compliance, these are actioned as soon as possible.

S&B Automotive Academy monitors the effectiveness of this policy to maintain full compliance with regulatory requirements.

## **POLICY REVIEW**

S&B Automotive Academy review their policies and a procedure on an annual basis and the next review is scheduled for:

Aug 2024