



## **EQUALITY, DIVERSITY AND NON-DISCRIMINATION POLICY**

**Person responsible Karen Abbott**

## **Statement of Intent**

Harrison Allen recognises and values diversity in people. We aim to promote a positive learning and working climate to ensure everyone is treated with respect and dignity. We believe that everyone should be given equal and fair opportunities regardless of their age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability or special educational needs and ability, race including colour, nationality, ethnic or national origin, religion, belief or lack of religion/belief, gender or sexual orientation.

We aim to promote equality of opportunity and to foster positive attitudes and commitment to equality and fairness in accordance with the Equality Act 2010 (which replaced other legislation such as the Race Relations Act, the Disability Discrimination Act and the Sex Discrimination Act). We do this by

- Treating all those we come into contact with (be they clients, students, tutors or other suppliers) as individuals within their own particular abilities, beliefs, challenges, attitudes, background and experience;
- Maintaining an ethos within Harrison Allen which promotes equality and develops understanding of and challenges stereotypes, misconceptions and prejudices and ensuring that we respect people's protected characteristics (as per the Equality Act 2010);
- Encouraging students to gain and maintain a positive self-image and high self-esteem by treating each student individually with respect and dignity;
- Promoting mutual respect and valuing differences and similarities between people and dealing with and facing equality issues openly and honestly;
- Identifying, challenging and removing all practices and procedures and customs which are discriminatory and ensuring all our practices are fair;
- Constantly reviewing our practices and procedures in the light of the above to ensure continuing improvement in all aspects of our business

Tutors are recruited on the basis of qualifications and experience only. No discrimination is made against age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability or special educational needs and ability, race including colour, nationality, ethnic or national origin, religion, belief or lack of religion/belief, gender or sexual orientation. This applies equally to the acceptance of clients and students.

## **Tutor recruitment**

In order to promote equality and diversity, Harrison Allen will:

- Encourage applications from all backgrounds (including making reference to our Equality, Diversity and Non-discrimination Policy in any advertisements for tutors)
- Offer jobs on the basis of qualifications and experience
- Monitor all aspects of recruitment and current staff data and identify areas for improvement.

## **Students**

- We welcome enquiries from all clients and students regardless of gender, ethnicity, cultural and religious background, age, sexuality, disability or special educational needs and ability ethnic or national origin;
- When delivering tuition we (and our tutors) take into account different learning styles, linguistic needs, and cultural backgrounds;
- We encourage students to treat each other with respect and to have the ability to report incidents of unacceptable behaviour to adults;
- We foster an environment where students can learn without discrimination, bullying or harassment

**All students and tutors are expected to adhere to this Policy. Any complaints are dealt with by Harrison Allen Staff (see Procedure).**

## **Procedure**

There is a range of measures which an individual can take to deal with discrimination, bullying or harassment, from simply indicating that the behaviour is unacceptable, through to making a formal complaint.

**If you feel you might be the victim of unacceptable behaviour you should keep a written record of all relevant incidents, including dates and times, and the names of any witnesses.**

**Act promptly:** don't wait until conditions reach an intolerable level or your personal well-being is put in jeopardy. In some cases, the person against whom you have a complaint may be unaware that his/her behaviour is inappropriate or objectionable, or it may be that his/her words or actions have been misinterpreted. In such cases, the misunderstanding may be cleared up speedily.

If you feel able:

- talk to the person who you feel is causing you concern
- inform him/her that his/her behaviour is unacceptable
- ask him/her to stop the unacceptable behaviour

Whether the behaviour was intentional or not, a swift and clear indication that it is unacceptable may well prove sufficient.

**If you do not wish to confront the person by yourself, you have the following options:**

Ask a member of Harrison Allen staff to:

- accompany you when you speak to them
- accompany you and speak to them on your behalf
- go in your place and speak to them on your behalf preserving anonymity if you wish, where this is practicable

It is suggested that the person against you have a complaint should be contacted in advance and given the opportunity to be accompanied at this informal meeting.

Seek advice from our Senior Designated Professional (Nicola Smith). She will discuss with you a plan of action. For example an option might be to write to the person against whom you have a complaint, being specific about what behaviour you find unacceptable. You must keep a copy of any relevant correspondence and notes of conversations, in case follow-up action becomes necessary. Further action will not be taken without your express permission.

**This Policy should be read in conjunction with our Social Inclusion Policy**

**July 2017**