

# Cellar Tapes UK Ltd

## Equality and Diversity Policy

### Purpose statement

Our equality and diversity (E&D) policy sets out our commitment to equality and valuing diversity. We are committed to sustaining a positive and supportive working and learning environment where individuals are free from discrimination and harassment. Through our working practices we promote a culture of inclusion which means that apprentices will benefit from an outstanding learning experience, staff are equally valued and respected, and all stakeholders are given equal opportunities.

### Responsibility

Our Apprenticeship Director is overall responsible for this policy; however we recognise that all of our staff and stakeholders, which includes apprentices and employers have a duty to support and uphold this policy. The Apprenticeship Management Team, including the HR Manager is responsible for overseeing the management and implementation of this policy. All managers are responsible for taking all reasonable steps to prevent discrimination and/or harassment at work and will take appropriate actions if it occurs.

### Scope

Equality, diversity, and inclusion is a requirement by law, our statutory duty is outlined within the Equality Act (2010). This is an overarching policy on equality and diversity that applies across all areas of our organisation. As per the Equality Act 2010 the protected characteristics are:

- Age;
- Disability;
- Sex;
- Sexual Orientation;
- Race;
- Religion or belief;
- Gender reassignment;
- Marriage or civil partnership;
- Pregnancy and maternity;

The 2010 Act also extends some of these protections to characteristics that previously were not covered by equality legislation. There are a number of different types of discrimination under this legislation.

These are:

- **Direct discrimination** - where someone is treated less favourably than another person because of a protected characteristic.
- **Associative discrimination** - this is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.
- **Discrimination by perception** - this is direct discrimination against someone because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.
- **Indirect discrimination** - this can occur when you have a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic.
- **Harassment** - this is behaviour that is deemed offensive by the recipient. Employees can now complain of the behaviour they find offensive even if it is not directed at them.

- **Victimisation** - this occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.

Our moral duty is to ensure individuals within our organisation are protected from inequality and harassment. We aim is to ensure a culture of inclusion is celebrated and a safe and equal environment delivers organisational, personal and stakeholder benefits.

## Principles

Our aim must be to respect the rights of individuals, to provide a quality working life/environment and not to accept any form of unfair treatment. We will demonstrate this and achieve our commitment by:

- Treating our apprentices, employers, colleagues and partners fairly and with respect;
- Work to raise awareness of equality and diversity issues with additional training where appropriate;
- Promoting this policy throughout working practices by tackling any form of inequality and discrimination;
- Commit to being a disability confident employer;
- Making training, development and progression opportunities available to all staff;
- Ensuring that all procedures and practices relating to recruitment, selection and working practices provide equality of access and opportunity;
- Recognising that an individual's needs vary and that a flexible approach is required to ensure full participation and access to all its services;
- Monitor its diversity-related work performance and use this information to shape future opportunities;
- Take appropriate action against anyone in contravention of this policy;
- Requiring staff/apprentices to sign a declaration as part of their induction to the organisation to confirm they have read the policy and are committed to upholding their associated roles/responsibilities, and;
- Ensuring our Policy is available on our website for all stakeholders/staff/apprentices to access.

## Promoting the Policy

We will commit to promote this policy by:

- Providing a copy of this policy upon our website so it is accessible for all.
- Providing a copy of this policy throughout our induction & onboarding process for staff and apprentices as well as associated training.
- Ensuring the policy is accessible 24/7 on our SharePoint drive.
- Setting equality and diversity topics as part of management reviews and 121's.
- Tracking and reporting equality and diversity impact measures.
- Embedding equality and diversity into monthly teaching and learning and bi-monthly reviews with employers/learners with reference to this policy.
- Embedding this policy into company wide quarterly continuous professional development sessions.
- Setting equality and diversity issues as standard agenda items at Board/Governance meetings.

## Recruitment

Our recruitment policy positively supports equality of opportunity. Our approach is to achieve a workforce that is representative of the diversity of the communities from which we recruit and the apprentice population. All candidates CV's for consideration will be anonymised to ensure fair and transparent recruitment. The HR Manager will monitor the recruitment profile of all applicants for employment.

**Induction**

All staff will be provided with an organisational induction ensuring all have access to the equality and diversity policy and an understanding on how it is enforced. Staff training will be provided ensuring all have equal opportunity to continuous professional development.

Training will be delivered by HR Rep/s alongside Senior Management and online learning portals, this is mandatory training everyone must attend.

**Examples topics include:**

- Bullying and Harassment
- Discrimination and prejudice
- 9 Protected Characteristics
- Equality Act 2010

This training is to be revisited after the first 6 months of employments and annually then on after unless urgent updates are disseminated from board.

**Apprentice & Employer Approach**

Throughout provision Equality and Diversity is continually embedded, raising awareness of our approaches to ensure this policy is constantly adhered to. For example, the policy is promoted by:

- Providing effective Information, Advice and Guidance (IAG) to all apprenticeships, ensuring it is presented in a format that is easily understood by all potential apprentices and employers;
- Provide clear entry criteria to each apprenticeship, ensuring a transparent approach to initial and eligibility assessments;
- Apprentice induction provides a general overview of equality and diversity, introducing them to the policy and topic;
- Development of an Individual Learning Programme (ILP) ensuring all apprentices have an ILP that meets their learning needs and ensures full participation;
- Equality, Diversity and Inclusion (EDI) calendar, identifies enrichment activities throughout the year that promotes EDI proactively throughout the academic year;
- Our curriculum will promote equality, celebrate diversity and tackles discrimination, stereotypes and promotes British values;
- Encouraging apprentices to explore equality and diversity issues and how it can impact them and others personally and professionally;
- Embedding equality and diversity principles throughout all policies, procedures and working practices.

**How we consider the policy:**

## a) When recruiting learners/staff

- The E&D policy is embedded into the Safer Recruitment, onboarding, and planning process for all new staff.
- Embedding the Policy within the learner enrolment process.
- Applying marketing and advertising in accordance with E&D guidelines.
- E&D guidelines are adhered to throughout the interview process.

## b) Delivering apprenticeship training

- Incorporating E&D principles into the curriculum plan set for each programme as standard.
- Embedding E&D into monthly teaching and learning sessions alongside the bi-monthly reviews

with learners/employers.

- Setting E&D as standard within the Learner/Employer Induction meeting and process.
- Developing bespoke individual learning plans for each apprentice, detailing any reasonable adjustments that must be made to ensure full engagement.

c) Working with apprentices/employers:

- Documenting E&D principles, expectations, and guidelines within Employer and Learner Handbooks.
- Tracking E&D issues as part of bi-monthly reviews with apprentices and employers.
- Supporting employers to adopt at least the same E&D standards as our own.
- Supporting employers to implement reasonable adjustments where required to ensure full accessibility for apprentices (e.g., assistive technology).

## Partners

We will only use the services of partners and suppliers, who can demonstrate that they maintain effective policies and procedures for ensuring equality and diversity in compliance with current legislation. We will review their monitoring records at contract start up and periodic contract review.

## Grievance and discipline

All employees have a responsibility to ensure that their actions and words support this policy. Anyone found to be in breach of this, may be subject to disciplinary action. If any employee believes that they have been unfairly discriminated against, they should make a complaint using our grievance procedure.

Where apprentices and or employers feel that they have been treated less favorably and not in accordance with this policy, they should report this in accordance with the guidelines set out in complaints procedure.

## Monitoring

All policies are reviewed annually as part of our quality management system. Measures to monitor this policy are embedding into our working practices, for example it is the responsibility of the HR Manager to review data relevant to equality and diversity practices. The HR Rep reports to the board on a monthly basis and this includes information on staff equality and diversity measures.

The Quality Manager will monitor and analyse data relating to enrolment, achievement, withdrawal with a view to compare trends specifically highlighting any gaps in achievement between different groups. Through regular performance management activities we aim to deliver high achievements for all apprentices, therefore we would expect no gaps or limited gaps. Where gaps are identified our analysis will allow us to develop areas for improvement which will be managed through the quality improvement plan.

Signature:



Printed Name: James Vaughan

Role: Director

Date: 01 September 2021