



National Plant Vocational Skills Ltd (NPVSL) Equality of Opportunity and Diversity Policy

NPVSL is committed to achieving a working and learning environment which provides equality of opportunity and freedom from unlawful discrimination. This Policy aims to remove unfair and discriminatory practices within the Company and to encourage full contribution from its diverse community. The Company is committed to actively opposing all forms of discrimination.

The NPVSL objective is to maintain operational standards to ensure that its trainees, employees and clients are treated equally irrespective of age, gender, marital status or civil partnership, sexual orientation, race, religious belief, maternity/paternity rights, disability, spent conviction or other conditions not justified in law or relevant to the provision of service, or performance of the job.

NPVSL recognises its obligations under the Sex Discrimination Act 1975 (as amended), Race Relations Act 1976 (as amended), The Employment Act 2008, Disability Discrimination Act 1995 (as amended), the Human Rights Act 1998, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003, the Equality Act 2010 and the spirit and intent of the related Codes of Practice. In addition the company will not discriminate directly or indirectly under the provisions of the Equal Pay Act 1970 or which has now been mostly superseded by Part 5, chapter 3, of the Equality Act 2010, and the Rehabilitation of Offenders Act

- for the elimination of discrimination on grounds of sex or marital status and the promotion of equality of opportunity in employment;
- for the elimination of discrimination on grounds of race and the promotion of equality of opportunity in employment;
- for the elimination of discrimination on the grounds of disability and the promotion of equality of opportunity in employment;
- for the elimination of discrimination on the grounds of religion or belief and the promotion of equality of opportunity in employment;
- for the elimination of discrimination on the grounds of sexual orientation and the promotion of equality of opportunity in employment.

NPVSL will ensure that individuals are recruited and selected, promoted and trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities. In particular, no applicant will be placed at a disadvantage by any practices which, although they are applied to all, have the effect of disadvantaging people of a particular race, sex, sexual orientation, religion or belief which are not necessary to the performance of the job or which constitute indirect discrimination. Reasonable adjustments will be taken where a disabled person is put in a detrimental position and such reasonable adjustments remove the detriment.

NPVSL recognises the problems that harassment may cause at work and is committed to ensure that such unacceptable behaviour does not take place. Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them having regard to all the circumstances including the perception of the victim. All forms of harassment are abhorrent and will not be tolerated by the Company. Harassment in any form is regarded as unlawful discrimination and additionally may also be subject to criminal proceedings. All such cases will be dealt with under the Disciplinary and Dismissal Procedure.

NPVSL recognises that the detriment a disabled person endures as a consequence of their disability can, in many instances, be removed by the adoption of reasonable adjustments. The Company is committed to ensure that such adjustments will be effected where reasonably practicable and where the detriment is substantial.

NPVSL recognises that the regular monitoring of employees and job applicants is essential to the thorough review of the effectiveness of this Policy and to this end COVET will initiate equal opportunity and diversity monitoring.

The successful implementation of this Policy depends upon the regular examination and progress towards equal opportunity and diversity.

NPVSL will review the physical features and arrangements affecting any newly disabled employee and will take such steps as is reasonable to prevent substantial disadvantage.

NPVSL will ensure that any individual or group of employees who believe that they have experienced direct or indirect discrimination are properly represented in any grievance proceedings. Any employee who feels that he or she has been treated unfairly in connection with their employment should raise their grievance through the Grievance Procedure when every effort will be made to secure a satisfactory resolution. In addition the Company will ensure that any employee making a complaint of unfair discrimination or act of unfairness (or any employee assisting or representing) will be protected from any victimization. Where the complaint relates to alleged harassment, the procedure outlined at Section 9, should be followed.

NPVSL will continue to treat unfair discriminatory conduct by any member of staff as a serious disciplinary offence.

Employees, instructors, assessors, trainees and members are instructed to ensure the following:

- There shall be no discrimination in respect of age, gender, marital status or civil partnership, sexual orientation, race, religious belief, maternity/paternity rights or spent convictions.
- Promotion, training, development and recruitment shall be determined on capability and merit only.
- All employees, instructors, assessors, trainees and members, have personal responsibility for the practical application of this Policy, which applies to the treatment of colleagues, employers, learners, customers, suppliers and the general public.
- Any employee, manager, supervisor and director that is involved in recruitment, promotion or training has specific responsibility for the practical application of this Equal Opportunity and Diversity Policy.
- In the event that an employee, instructor, assessor, trainee or member considers he/she has been unfairly treated or discriminated that person should refer to the Company's Grievance Procedure as provided by the Company.
- Any employee or director who has been determined to have committed an act of unlawful of discrimination shall be subject to disciplinary action according to the Company's Disciplinary Rules and Procedures.
- If there is any doubt about the terms of this Policy or the application thereof an employee, instructor, assessor or member should consult the Centre Manager.

NPVSL will ensure that it will:

- Provide training for all staff members to give them a full understanding of the issues relating to Equality and Diversity, enabling them to ensure it is promoted at every opportunity and handle any issues correctly.
- Oppose discrimination whether direct or indirect, intentional or unintentional. Direct discrimination consists of treating a person or group less favorably than others. Indirect

discrimination consists of applying in any circumstances a requirement or condition which unfairly disadvantages a particular person or group.

- Work toward explicit, measurable and achievable objectives and targets relating to equal opportunity and diversity.
- Communicate the policy to all employees, instructors, assessors and customers
- Monitor and review the effectiveness of the Equal Opportunity and Diversity Policy at least six monthly