

EQUALITY AND DIVERSITY POLICY

Vision

Tutor World's vision is to make a world of difference to the lives of all our customers. We recognise that in order to achieve our vision, it is essential that we consistently demonstrate a proactive commitment to valuing the rich diversity within our communities. Equality and diversity issues must become integral to the core of our service ethos and delivery, as well as in our employment practices. We will fully embrace our community leadership role and be the model example of equality and diversity in our community.

Purpose

The purpose of this equality and diversity policy is to ensure that we have clearly outlined to our customers, employees and partners:

How Tutor World will realise its vision

Individual roles and responsibilities

What we understand by Equality and Diversity

The standards the we seek to achieve and by when

Mechanisms for demonstrating progress and achievements

Mechanisms for feedback, learning and involvement.

Message from the Chair of Trustee –

Our city has a hugely rich, vibrant and diverse community, and it is something we should all be proud of. It is also one of the main reasons why this city is such a lively, vibrant and interesting place to live and work.

As a Centre, which will be employing staff, we must ensure at all times that equality and diversity is reflected in everything we do – from delivering services to involving all our communities in how we operate as a local authority.

This document sets out our policy, vision and purpose to ensure we deliver equality and diversity to you as staff, and to our residents, customers and partners.

Chair of Trustees

Valuing diversity

At Tutor World, we believe that valuing diversity means actively recognising the strengths, talents and needs of every individual and all communities. This requires our nurturing the potential and maximising opportunities for all our customers, employees and partners in order that they can make their unique contribution to quality of life across our city. As an employer, we are uniquely placed to realise its vision and goals for people who live and work our community.

We will ensure that our own organisation is accessible and productive for its customers, employees and partners, generating an environment where all contributions are valued.

We recognise that to achieve our vision, it is essential that we recognise the reality of discrimination experienced by many communities, groups and individuals.

Despite developments and improvements to legal frameworks, such as the Race Relations Act, Human Rights Act, Disability Discrimination Act, negative impacts of discrimination is still a reality for too many people and communities across the UK. The reasons for this unacceptable reality are highly complex.

We are clear that genuine progress is only possible if our approach to delivering on our Equality and Diversity policies systematically seeks to challenge and eradicate unfair and institutional discrimination. Barriers faced by vulnerable groups in accessing jobs, services and life enhancing opportunities must be removed and replaced by mechanisms to provide support and facilitation.

The legal framework

In formulating this Policy, the we recognise and value the important role played by supporting legislation and associated Codes of Practice, in defining discrimination and mechanisms to prevent and stop inappropriate practices. The council embraces existing and scheduled legislation (listed below) as presenting opportunities for realising its vision of making a world of difference to our customers, employees and partners. The relevant legislation includes:

The Equal Pay Act
1970

The Sex
Discrimination Act
1975

The Race Relations
Act (as amended)

The Disability
Discrimination Act
1995

The Human Rights
Act 1998

Legislation originating from the European Employment Directive (2000/78/EC) covering:

Age

Sexual
Orientation

Religion or
Belief

This Centre is committed to meeting its statutory responsibilities to prevent discrimination and unfair treatment, by fully implementing all relevant legislation and ensuring that all steps have been taken to ensure that appropriate arrangements are made to meet relevant provisions.

We particularly endorse its responsibilities under section 71 of the Race Relations Act (as amended).

Employment and recruitment of staff

We aim to:

- Nurture and build a diverse and representative workforce, which at all levels broadly, represents the community it serves, enabling it to better meet the service needs of all our communities.
- Treat all employees and applicants for employment fairly and ensure they are not discriminated against because of their race, gender, disability, age, religion or belief, nationality, social background or sexual orientation.
- Regularly review its recruitment and selection procedure to ensure fair access to all jobs. People will be selected on merit, based only on their skills, abilities, experience and qualifications to carry out the duties and responsibilities of the post for which they have applied.
- Ensure that all employees are valued and treated with dignity and respect. Where harassment, victimisation or bullying is found in the workplace this will be confronted and dealt with through the appropriate procedures. Every employee has a responsibility to challenge and report inappropriate behaviour.
- Provide fair access to training and development opportunities.
- Have due regard to equal pay legislation.
- Support employees who wish to use a mode of dress dictated by ethnic background and religious beliefs. However, where corporate clothing is used or provided or where the wearing of any apparel may conflict with health and safety regulations or this policy, the Headteacher may impose restrictions.
- Consider and reasonably adapt organisational requirements or existing practices where they are contrary to employees' cultural and religious needs/or where these can be reasonably adjusted to meet the needs of employees with disability.

Employees role and responsibilities

The contribution of the Centre's workforce is critical to achieving the aims of this policy. The actions and behaviours of all employees determine equality of access and outcome and this results in how customers perceive the Centre. This includes equality and diversity behaviours

The Centre is determined to maintain equality and fairness of treatment in all their dealings with employees and the public. **It is a condition of employment that all employees adhere to this policy.** Behaviours and actions that are contrary to this policy and any other associated guidelines will be considered as disciplinary matters.

Policies and procedures

In order to ensure that the Centre maintains regard for this policy, all policies, procedures and practices will be subject to review in order to assess their impact on achieving and contributing equality and diversity objectives.

To ensure that equality and diversity matters are considered as part of mainstream service development, it is expected that all reports will include a formal consideration of equality and diversity implications.

Service delivery

In all these roles and activities, the Centre is committed to fair and equitable access to service whether they are delivered directly by Centre employees, in partnership with other agencies or indirectly through external contract, funding or commissioning arrangements.

The Centre aims to:

- Ensure equal access, fair treatment and appropriate provision to the whole community regardless of race, gender, disability, age, religion, nationality, social background or sexual orientation and any other reason not connected to entitlement and availability.
- Provide quality services designed to meet a wide range of different needs in the community and regularly review them to ensure that we have not disadvantaged our customers.
- Provide and publicise clear information on how dissatisfied customers can complain about the services they have received and respond efficiently to complaints received. Also, clear information will be provided to enable satisfied customers to commend a service.
- Ensure that wherever practicable, all services and buildings are accessible.
- The Centre will through its procurement practices seeks to encourage and promote good equality of opportunity and diversity practices from our suppliers.

In addition, the Centre will:

- Assess organisational and individual requirements to achieve compliance with legislation.
- Establish mechanisms for responding to harassment.
- Ensure that all Centre functions and policies are carried out in a way that complies with statutory requirements, minimises adverse impact on any section of the community and meets (as appropriately as possible) the needs of all local people.
- Develop and implement a framework that enables and supports a regular process of self-assessment, scrutiny and audit.

Consultation

As part of our Consultation strategy the Centre will consult with and actively listen to our customers, partners, community groups and stakeholders (including employees) on all aspects of developing and delivering this equality and diversity policy.

Impact assessments

The Centre is committed to initiating an equality impact assessment of all existing and proposed policies, procedures and practices to ensure that they do not have a disproportionately adverse impact on particular sections of the community.

Who has responsibility?

Tutor World takes its responsibilities for equality of opportunity and diversity very seriously and recognises that discrimination can only be effectively eliminated in partnership with employees, service users and also our external partners.

- The Chair of Trustees has overall responsibility for ensuring this policy is carried out.
- The Headteacher will be responsible for coordinating a strategic and corporate approach to the management of equality and diversity issues
- All employees have a responsibility to carry out their duties in accordance with this Equality and Diversity Policy and statutory requirements.

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