



Equality and Diversity Policy

Version control	Date of Policy	Authored by	Date of next review
Version 2	23 rd December 2021	AML	January 2024

Authorised by: Ian Tarry

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In the capacity of:

Director

Equality and diversity policy

Equality and Diversity are central to the work of the organisation. At O.S.A.T Ltd we will treat all people with dignity and respect and we will promote in all aspects of our work equality of opportunity and diversity.

At O.S.A.T Ltd (OSAT) we treat each other fairly, with respect and dignity regardless of:

- Age
- Disability
- Gender
- Gender Reassignment
- Race
- Religion/Belief
- Pregnancy/ Maternity
- Marriage / civil partnership
- Sexual Orientation

We strive to create an environment where everyone is supported in realising their goals and aspirations. Therefore, we promote equality and celebrate diversity and will not tolerate discrimination, which is not only wrong but also hurtful and can be illegal.

All assessors, IQAs, tutors and any other staff working with OSAT will be expected to read, understand, and accept the Equality & Diversity Policy, especially with regard to recruitment and assessment of all learners. The centre agrees to embrace and follow the Equality Act 2010.

Other relevant legislation

- Asylum and Nationality Act 2006 -Introduced a legal responsibility for employers to prevent illegal migrant working in the UK.
- Rehabilitation of Offenders Act 1974
- European Human Rights Convention - Encompasses all of the above within its wide remit.
- Maternity and Paternal Leave Regulations 1999
- Part-time Workers (Prevention of less favourable treatment) Regulations 2000
- Fixed Term Workers Regulations 2002

OSAT staff are expected to read, understand, and accept the Equality & Diversity Policy of any client with whom they are working provided that it does not compromise our own Equal Opportunity Policy, particularly with respect to assessment practices and procedures.

How is this achieved?

Our underlying commitment is to eliminate discrimination and promote equality across all protected characteristics which translate to Equality and Diversity being embedded in all policies, practices, decision making and evaluative processes.

- We actively promote access to learning programmes and services for all our candidate and potential clients to enable them to improve their skills, to make progress and be successful in realising their

ambitions.

- We create a visibly diverse environment, which values and celebrates difference and raises the aspiration of existing and potential candidate.
- We are striving towards developing a staff profile, management team and governing body which are commensurate with the above.
- We provide services which are effective in recognising and assessing the specific needs of individuals and in ensuring that the right kinds of support and interventions are provided to meet these needs.
- We will, wherever possible, procure services from organisations who demonstrate a commitment to Equality and Diversity.
- We tackle discrimination, whether direct or indirect.
- We promote an ethos within the Centre whereby all candidate and members of staff respect the views, values, culture and beliefs of others.
- We undertake rigorous monitoring of learner achievement and take action aimed at addressing any equality gaps as per those listed by the Awarding bodies.
- We develop a systematic approach to assess the impact of new and existing policies, procedures and processes to ensure that where there is the potential for negative impacts that they are identified and addressed.

The Centre will continually improve and implement change to achieve this Policy through action plans defined within a Single Equality Scheme. The Single Equality Scheme will integrate all actions that the Centre will take to address each of the protected characteristics.

OSAT recognises that some learners have additional needs that require particular support and assistance. Learners will be admitted providing that OSAT can meet their needs without jeopardizing the service in accordance with the Disability Discrimination Act.

Promotion of Equality and Diversity Policy

Staff will be made aware of the requirement to comply with the objectives and principles of this policy at induction. Staff of OSAT will be expected to discuss this policy with employers, learners and their managers and make them aware that everyone promotes and works to the principles and practice of this Policy. There will also be a discussion around any possible areas of difficulty with access to assessment (e.g., safeguarding requirements, site access).

As part of eligibility checks, OSAT obtains copies of the employer's equality & diversity policy to ensure compliance, make recommendations to embed into apprenticeship delivery.

Posters will be made available at all delivery centres and a smaller version will be included in apprentices' handbooks

Obtaining engagement

Engagement with staff will be through induction training, embedding in our working ways and practices, and reinforcing through 1-2-1's and regular reviews

Apprentices will be at IAG and regular reinforcement at Apprenticeship reviews.

Employers and Stakeholders will be engaged by being offered access to OSAT on-line policy and through account management discussed prior to apprentice start.

Staff training

Staff training will take place as a mandatory activity at induction into OSAT and as a minimum annually thereafter. Internally OSAT will have an equality & diversity lead who will act as the first point of contact if staff or apprentices require one-to-one advice and guidance

Equality & Diversity will be discussed as a regular item at staff meetings and any difficulties with adhering to this or clients' policies will be recorded. Any change in policy will be communicated to the people involved.

Equality during the recruitment process

OSAT is committed to equality and diversity, with inclusivity at the core of OSAT objectives. By following the equality and diversity guidelines throughout the recruitment process, this will widen our candidate pool and attract applications from top quality candidates from diverse backgrounds.

It is important to gain an understanding of equality legislation before starting the recruitment and selection process. The key thing to remember is that all employees must be selected solely on the basis of merit.

Remember, if you have any doubts or concerns, contact HR Services for advice. You can also learn more by completing the online diversity in the workplace course.

Direct discrimination: Treating a person less favourably than another because of their protected characteristic

Indirect discrimination: When a requirement, criterion or policy is applied to everyone, but as a result has an adverse impact on a group with a particular protected characteristic

Associative discrimination: Treating a person less favourably because they are associated with someone with a protected characteristic

Discrimination by perception: Treating a person less favourably because it is perceived that they have a protected characteristic

Disability discrimination

Under the Equality Act, someone is considered to be disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. There are three types of discrimination relating to disability.

Treating a person with a disability less favourably without justification.

Treating a person with a disability unfavourably because of something arising in consequence of their disability.

Failing, without justification, to make reasonable adjustments to enable a job applicant or employee to carry out a particular job.

Within the application you can request to know if a candidate needs any reasonable adjustments making to aid the recruitment process. Reasonable adjustments could include: an application form in a different format, an accessible interview room, special equipment for a selection test, etc.

You are not allowed to request information about a candidate's health as part of the selection process. Health screening will take place once a conditional offer has been made. The purpose of health screening is to identify any reasonable adjustments that need to be made in order to help the successful individual once they have started work. These may include: specialised equipment, training, changes to the premises, supervision, flexible working patterns etc.

In the event that the screening identifies an issue in direct conflict with the role requirements then the

University has the right to reconsider the offer.

Age discrimination

The Act protects people of all ages, so an applicant's age should not be taken into account when recruiting. It is important to remember that the removal of a default retirement age in 2011 means that individuals will retire by their own choice and not that of the organisation. You must consider all applicants irrespective of their age.

Internal and external candidates

You should treat internal and external candidates the same irrespective of knowledge about their work.

Other factors

Here are a few final things to bear in mind in terms of equality and diversity. These scenarios are relatively rare so it is recommended that you talk to HR before taking these actions:

Positive action: This allows measures to be taken to encourage under-represented groups to apply for a particular job. For example, in a department with a disproportionately high number of male employees you could state in the advert: "We would welcome applications from female candidates for this role."

Genuine occupational requirements: This means that a person can be selected because they possess a certain characteristic that is a genuine requirement of the job.

Review timescales

This policy will be reviewed on at least an annual basis or as required in the instance of legislation changes

Our disciplinary and grievance procedures

Details of OSAT's grievance and disciplinary policies and procedures can be found on the organisations SharePoint. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.