



**Equality and Diversity Policy**  
**1<sup>st</sup> June 2021 to June 2022**

## **Policy**

CWLC is committed to creating a working environment where all employees, customers and learners have fair and equal access to available opportunities and enjoy fair and unbiased treatment.

CWLC extends this Policy to encourage a diverse workforce and participation of learners.

## **Responsibility for Equality and Diversity**

The Head of Quality has overall responsibility for ensuring the Policy is operated effectively. All the Senior Management Team (SMT), will ensure the requirements of this Policy are implemented on a day-to-day basis and that decisions involving matters such as recruitment, training and promotion are based on objective criteria and do not give rise to discrimination.

Every employee must ensure they do not practice any form of discrimination whilst carrying out their duties.

## **Principles**

CWLC is committed to ensuring the requirements of the Equality Act 2010 are adhered to at all times.

The company will ensure equality of opportunity within the organisation and a positive commitment to equality and diversity will also ensure that all services and programmes are available to all.

CWLC will ensure that no person is treated less favourably, in any circumstances, on grounds of the 'protected characteristics'. Protected characteristics are defined as:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

## **Forms of Discrimination**

This Policy aims to protect individuals against any form of discrimination, defined as:

- Direct Discrimination – when a person is treated less favorably as they have or are perceived to have a protected characteristic, or because they associate with someone who has a protected characteristic.
- Discrimination by Association – direct discrimination against someone because they associate with another person who possesses a protected characteristic.
- Discrimination by Perception – direct discrimination against an individual because others think they possess a particular protected characteristic.
- Indirect Discrimination – when a particular condition, rule, policy or practice applies to everyone but particularly disadvantaged people who share a protected characteristic.

- Harassment – when a person experiences unwanted conduct relating to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- Third Party Harassment – when a person experiences unwanted conduct by third parties, people who are not directly connected to the company, such as customers or suppliers.
- Victimisation – when a person is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so.

## **Equality and Diversity Awareness, Training and Development**

CWLC will ensure that all customers, staff and learners receive appropriate guidance and training in relation to equality and diversity.

CWLC will ensure that all staff are actively involved in the assessment of their own training and development needs primarily through the annual appraisal process.

All staff and learners will be encouraged to take full advantage of training in order to maximise potential.

## **Information, Advice & Guidance (IAG)**

Within many of CWLC’s policies lies a thread of Information, Advice & Guidance. At CWLC we believe that IAG is a vital part of the learner’s journey. IAG is fundamental to a learner’s progress as they strive to achieve their particular qualification or course completion.

It is abundantly relevant to this policy, promoting equality and managing diversity within the workplace is a complex issue and our learners and staff require training in order to provide a fair and happy workplace.

IAG is something that is applied through all the Construction NVQs, is taken seriously by all conscientious employers and CWLC staff provide training, in the form of IAG throughout the learner’s programme of learning in order to ensure they progress quickly and can be a responsible member of any workforce.

This training is also applied to the Assessment team and all employees of CWLC

## **Promoting Equality and Diversity**

In order to encourage applications from all social groups, CWLC will:

- Promote equality and diversity commitment to all customers, staff, learners and business partners associated with delivery.
- Communicate the benefits of and encourage a diverse workforce to ensure a representation from all social groups.
- Monitor attitude and approach to equality and diversity across all aspects of the business, effectively dealing with issues as they arise.
- Include equality and diversity matters as a regular item on Management Meeting agendas.
- Ensure partners delivering CWLC initiatives develop and implement equality and diversity standards in line with that of the CWLC Equality and Diversity Policy.
- Set participation targets and use Positive Action in relation to underrepresented groups within the local community and construction industry and in staff and learner participation.
- Monitor performance against targets, developing action plans to address any shortfalls.

- Keep CWLC customers, staff, learners and business partners informed of progress against equality and diversity performance measures through reporting.

## Recruitment and Selection

All recruitment material will positively encourage applications from all suitably qualified and experienced people and will include an equality and diversity statement that clearly states intent to do so.

Records of all applications will be kept, monitored and analysed to ensure that every measure has been taken to ensure equality of opportunity at all times.

CWLC will ensure that all staff involved in the recruitment and selection process will be conversant with the requirements of this Equality and Diversity Policy.

In recruiting new members of staff, wherever practical, accommodation will be made available for job-sharing, parttime work or flexible working patterns.

## Grievances

If any member of staff or learner of CWLC feels they have been adversely treated on grounds of any 'protected characteristic' should pursue their complaint through CWLC Grievance Policy and Procedure.

All grievances will be treated confidentially. No Individual will be treated less favourably for making a complaint or providing evidence regarding a complaint.

## Exit Interviews

A member of the Management Team will conduct an exit interview in the event that a member of staff ceases to be employed by CWLC (for whatever reason) in order to ensure that a matter of equality and diversity has not influenced their departure from the company.

<b>Signature:</b>	
<b>Name:</b>	Keith Horkan
<b>Position in Company:</b>	Head of Quality
<b>Date:</b>	1 <sup>st</sup> June 2021
<b>Due for Review:</b>	June 2022