

CWLC

Equality and Diversity Policy

1st January 2019 to 31st December 2019

Introduction

CWLC Ltd consists of the following companies.

- *Bona Fide Site Services Ltd (Trading as CWLC)*
- *Yeti Partnerships Ltd (Trading as CWLC)*

The company is a private Training Provider who deliver a range of apprenticeships, nationally accredited qualifications and a selection of short accredited courses. The company are committed to providing a curriculum to develop a learner's skills, increase their knowledge and in return become a great asset to an organisation.

The company is committed to be an Equal Opportunities Employer and Provider of Training in accordance with the Equality Act 2010 – *'legally protects people from discrimination in the workplace and in wider society. It replaces previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in certain situations.'*

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 Centre Manager has overall responsibility for ensuring the Policy is operated effectively. All Managers 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 '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.

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, part-time 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.

Signature:	<i>A Keating</i>
Name:	Alan Keating
Position in Company:	Centre Manager
Date:	1 st January 2019
Due for Review:	31 st December 2019