
Adult Training Network

Developing skills confidence and employment prospects through quality training

THE EQUALITY DIVERSITY AND INCLUSION POLICY OF THE ADULT TRAINING NETWORK (Incorporating the Action Plan for 2022/2023)

Adult Training Network (ATN) is committed to encouraging equality, diversity and inclusion among our workforce and learners, and eliminating unlawful discrimination.

The aim is for our workforce and learners to be truly representative of all sections of society and our customers, and for each employee and learner to feel respected and able to give their best.

ATN in providing training and employment programmes is also committed against unlawful discrimination of customers or the public.

The ATN actively seeks to prevent all kinds of discrimination.

ATN has incorporated the principles of the Equality Act 2010 which affects equality law at work and in delivering training. Everyone has a right to be treated fairly at work or when using services. The nine protected characteristics that ATN staff might have are as follows: disability, gender re assignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, gender or age and the eight protected characteristics that ATN users might have are disability, gender assignment, pregnancy and maternity, race, religion or belief, sexual orientation, gender or age

The ATN acknowledges that developing equal opportunities is a continual process requiring review, evaluation and target setting.

Both as an employer and as a training organisation ATN is working to resist discrimination in any form and is wholly opposed to discriminatory attitudes and their manifestations.

ATN will extend and maintain non-discriminatory practices within its accommodation and will take positive steps to combat discrimination.

The ATN recognises the cultural diversity of the student body. It takes steps to review existing learning materials and methods and to develop new ones to promote equality of opportunity.

Everyone, staff or student is expected to promote equality of opportunity.

The ATN offers equality of opportunity to all potential students and current students to access education and learning.

Learning opportunities will be available to all sections of the community especially those members of the community who have been traditionally disadvantaged from

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accessing post sixteen education. (e.g. asylum seekers, disabled people, older people, women with young children etc.)

The ATN and its staff will provide the best quality education to all its students and provide opportunities for progression and achievement and advancement in the ATN environment.

Classes will be arranged at times, which suit the needs of parents who have childcare responsibilities.

Where possible, the Adult Training Network will endeavour to provide childcare facilities in partnership with other agencies.

As an employer ATN will:

1. Provide equality, fairness and respect for all in our employment whether temporary, part-time or full-time

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

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Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace and amongst our student body as they are good practice and make business sense
2. Create a working, teaching and learning environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers, all other employees and learners about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff as well as their employer and learners should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

ATN is opposed to all forms of bullying and harassment by fellow employees, customers, suppliers, visitors, learners, the public and any others in the course of the organisation's work activities. Actions considered to be unacceptable include:

- the use of verbal comment or innuendo that will insult or offend others
- the use of written comment, including graffiti, that will insult or offend others
- offensive gestures
- bringing into ATN venues materials that would incite discrimination
- the display of offensive posters, pin-ups or advertisements
- making threats against a person or group
- unwelcome physical contact

ATN will treat all such incidents seriously and will deal with them by:

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- offering an immediate response
- encouraging the reporting of incidents, either via the informal incidents and suggestions system or more formally via one of the College's policies and procedures
- establishing and maintaining a record of incidents and the response to them
- developing good practice which will prevent a recurrence of the incident
- monitoring the effectiveness of these measures annually.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Make opportunities for training, development and progress available to all staff and learners, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

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ATN's disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be obtained from the Managing Director on sgill@adult-training.org.uk or by contacting the Administration Dept on 02085749588. 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

Recruitment procedures will ensure that traditionally disadvantaged groups will be encouraged to apply for posts and interviews will be conducted in an impartial and objective manner. All appointments will be on the basis of merit.

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- Continue the process of analysing the academic performance of learners based on gender, ethnicity, age, gender orientation etc. so that additional support can be offered to learners who are underperforming
- To review the learning materials in use to ensure that they are relevant and updated regularly.
- Ensure that lesson plans and schemes of work embed equality, diversity and inclusion, including safety, Prevent, Safeguarding issues both during online and face to face delivery.
- Ensure that there are opportunities to promote diversity for learners who attend ATN programmes during classroom discussions and in the written assignments that they produce.
- To promote equality and diversity and inclusion by organising end of term social events when permissible and where learners are encouraged to share food and drink prepared in the traditions of their countries of origin. Additionally to celebrate diversity through music and dance events which reflect the composition of the student groups.
- Continue to identify and analyse success rates of learners with a declared learning difficulty and/or disability to ensure maximum impact.
- Continue to monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy

Reviewed on 1/04/2022

Date of next review 1/4/2023

Reviewed by S Singh Gill

Managing Director