



**5 E Ltd**

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## Equality and Diversity Policy

### Principle Statement

5 E Ltd (hereafter referred to as 'the organisation') is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. The organisation aims to be an inclusive organisation, where diversity is valued, respected and built upon, with ability to recruit and retain a diverse workforce that reflects the communities it serves. Within this framework the organisation specifically refers to measures it has in place to provide equality of opportunity and the facilities that it can provide to its diverse workforce and job applicants. Our policy is to ensure that no person involved or associated with the organization receives less favourable treatment on the grounds of nationality, religion, reverence, racial or ethnic origin, language or culture, disability including limitations to physical access or resources, marital status, responsibility for dependants, age, gender, including pregnant woman, nursing mother, or person on maternity leave, gender identity, sexual orientation or preference.

This also applies to an individual's ability in literacy or numeracy, technical knowledge or skill, behavioural or learning difficulties, lack of ability or insufficient formal qualifications, being an ex-offender, substance abuse, social isolation and homelessness, trade union membership,

unemployment, contract worker, asylum-seeking status or for any other identifiable discriminatory cause.

We believe in human rights for all those connected with this organisation and all members of society. No action shall be taken against them by any person connected with the organization which would devalue their contribution to society as a whole and to this organisation or lead to a loss of self-respect for them or respect for them from others.

However, we believe in order and social discipline both in society and in the organisation of work based training. We hold the right to request a standard of dress appropriate with circumstances and safety at work.

### The Definition of Equality and Diversity

Equality can be described as breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation. Diversity can be described as celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for the organisation.

Equality and Diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed and taken account of.

## The Legal Framework

The Organisation believes that it is essential to operate fair employment practices which recruit and promote people on the basis of merit and ability, and to strive to deliver best value services that are accessible to all. The organisation's equal opportunities policies are in accordance with The Equality Act 2010 which provides protection from unlawful discrimination and harassment to groups and individuals because of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

## The Equality Act 2010

The main provisions of the Equality Act 2010 come into force from October 2010. As different sections of the Act are gradually brought into force, the Act will replace existing equality legislation, providing a modern, single legal framework with clear, streamlined law that will be

more effective at tackling disadvantage and discrimination.

We will comply fully with the letter and intention of all laws and directives. We are committed to the fulfilment of all agreements, regulations and Acts, which may have implications for our role in vocational training.

## Discrimination

In brief, the key forms of discrimination in the Equality Act 2010 are:

- **Direct discrimination:** Someone is treated less favourably than another person because of a protected characteristic (PC)
- **Associative discrimination:** Direct discrimination against someone because they associate with another person who possesses a PC
- **Discrimination by perception:** Direct discrimination against someone because the others think they possess a particular PC
- **Indirect discrimination:** Can occur when you have a rule or policy that applies to everyone but disadvantages a particular PC.
- **Harassment:** Employees can now complain of behaviour they find offensive even if it is not directed at them
- **Harassment by a third party:** Though this provision has been abolished, since October 2013, claims of third party harassment would fall under direct discrimination and harassment.
- **Victimisation:** Someone is treated badly because they have made/supported a complaint or grievance under the Act

The responsibility for compliance and for the positive attitude required to ensure success is laid upon all individuals within the organisation. All external persons connected with the organization are encouraged to hold the same responsibility and commitment.

To protect staff and learners alike, there will be procedures to ensure that each person has a redress against harassment and bullying at work or during any part of training. There will be procedures for redress of complaint.

### **Implementation of Policy:**

There will be control of the quality and wording of advertising and publicity. There will be proper procedures for the recruitment of staff and learners, which meet and if possible, exceed the requirements for equality of opportunity. The facilities used by learners will be subject to regular formal review and necessary improvement. Learners will be encouraged to discuss their concerns both formally and informally in private, if requested.

Training notes will be checked to ensure the contents do not offend any group. The use of electronic communication will be monitored to ensure that no offensive material is introduced into the training or working environment and that personal privacy of data is protected. Management strategies and techniques will be regularly evaluated to ensure fairness of conduct.

The structure of training and its content will be evaluated to ensure that it does not offend or infringe upon any person's rights. The workplace or work placement contract procedures will be examined periodically to ensure fairness. The wording of contracts or service level agreements will contain wording, which describes the equal

opportunities policy of the organization in an easily understandable way to any external organisation.

The wording of contracts for full and part-time staff including temporary and sectional staff and contracted consultants will also contain details of the policy. A copy of the policy will be set out in the staff handbook. The working of the equality opportunities policy will be monitored by the Equal Opportunities Working Party on a monthly basis and on an overall annual basis. Statistics will be gathered, analysed and used by managers to improve policy implementation and to increase the level of proactivity.

The dress code will take into account concerns by any person who's religious or ethnic customs require a particular type of dress. Fasting periods and other periodic religious or ethnic requirements including time and location and privacy for prayer will also be considered on a case-by-case basis. Learners who wish to discuss issues they consider important in connection with religious festivals and celebrations should talk to the Equal Opportunities Co-ordinator.

### **Monitoring & Publication**

The organization will review the policy from time to time to ensure it is in line with the current legislation and the best practices.

5 E Ltd will publicise and promote the policy through the website and student prospectus, make a copy of the policy available to the staff, make students and staff aware of this policy as part of their induction programme.

### **Review of Policy**

This was reviewed in June 2021 and is due for next review in June 2022.

If you would like this document in larger print, please contact the Human Resources Department.