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Insight Maidstone is opposed to all forms of unlawful and unfair discrimination. All tutors and potential tutors, students will be treated fairly and will not be discriminated against on any of the protected characteristics.

These being:

- Race
- Age
- Sex
- Gender reassignment
- Marital or civic partnership status
- Pregnancy & Maternity
- Religious belief
- Disability
- Sexual orientation

Decisions about recruitment and selection, or disciplinary action will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the workplace is not only good management practice it also makes sound business sense. Adherence to the BACP Ethical Framework will help any tutor working with the learners to assist in empowering them to learn.

This Equality & Diversity policy will help all tutors and learners develop their full potential. The talents and resources of the tutors will be utilised fully to maximise the effective learning of the students.

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We at Insight will do all that we can to ensure that all employees who work with us and all learners who learn with us have the opportunity to participate fully and achieve their full potential and will take positive steps to eliminate physical, and social barriers to access.

We adopt a zero tolerance approach to bullying and harassment and will ensure that all employees and learners accept their individual responsibility to uphold equality and show respect to others. All employees and learners are expected to actively promote equality and diversity by valuing and respecting the many differences which exist between people.

Equality

Equality is not about treating everyone the same but about treating people equally fairly to help ensure that everyone is given an equal opportunity if they wish it.

Equality recognises that people have many different needs that may need to be met in different ways’.

Diversity

Diversity is about valuing difference between individuals and groups of people, and it embraces these differences rather than ignores them. It is only where diversity is recognised and celebrated that there can be real equality.

Promoting and embracing equality and diversity will help us to get the best out of all our staff and improve our delivery. We do not expect a tick-box mentality or for people to take these issues seriously only because the law requires them to. We expect them to be actively considering how equality and diversity interacts with what they do and how they do it’

‘Inequality of opportunity & discrimination in any form is, at the very least hurtful, destructive, cruel and wasteful. Unfairness will be challenged wherever and whenever we encounter it. We will not limit ourselves to those examples covered by legislation but will endeavour to fulfil our moral as well as legal responsibilities’.

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'A successful culture which embraces all aspects of equality & diversity will only be achieved through the support, compliance and goodwill of all our employees and learners'.

Discrimination

The generally accepted dictionary definition of discrimination is;

'the unjust or prejudicial treatment of different categories of people especially on the ground of age race or sex' (Dictionary, n.d.)

There are different types of discrimination:

Direct Discrimination

This happens when one person is treated less favourably than another person would be treated in the same circumstances

Example: Refusal to employ an applicant because of their gender.

Indirect Discrimination

This happens when a requirement is applied equally to everyone but has the effect of excluding or leaving out one person or group more than another.

Example: Introducing a rule that all new employees had to be below 30 years of age.

Discrimination by association

This happens when a worker is treated less favourably because of the workers association with someone who has a protected characteristic

Example: Treating someone less favourably because they are friends with someone who is gay.

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Discrimination by perception

This happens when a worker is treated less favourably because the employer mistakenly thinks that the worker has a protected characteristic.

Example: Rejecting a job application from a white woman who the employer thinks is black due to the woman having an African sounding name

Institutional Discrimination

This happens when the way an organisation works leads to unequal access or unfair treatment.

Example: Having a rule which states that only women are allowed to make cups of tea.

Individual Discrimination

This happens when an individual makes a decision which is based on prejudice against an individual because they are from another group or have a different identity.

Example: Deciding that a British Asian candidate cannot speak English as well as a white candidate.

Victimisation

This occurs when a person is singled out because they have used a complaints procedure or the law to challenge the treatment which they have received.

Example: An employee or learner making a complaint and then being unfairly treated as a result of making the complaint.

Harassment

The dictionary definition of harassment is;

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'Unwanted conduct related 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'..

The following outlines examples of the type of behaviour which we consider would constitute harassment, for which the perpetrator(s) will be liable for disciplinary action and in serious cases liable to summary dismissal:-

- coarse or insensitive jokes and pranks;
- coarse or insensitive comments about appearance or character;
- display of offensive material - written or pictorial;
- deliberate exclusion from conversation or activities;
- unwelcome familiarity or body contact;
- abusive, insulting, or threatening language;
- demands or threats to intimidate or obtain favours;
- threatened or actual violence.

The above is not an exhaustive list.

We understand the sensitive nature of complaints of harassment, but would urge that if you feel that you are the victim of such behaviour, to implement the Grievance Procedure in order that the situation can be satisfactorily resolved. Individuals are assured that should you raise such a grievance, the matter will be dealt with promptly in a discreet and caring manner.

It is your duty to respect the feelings and well being of all your colleagues. What may be acceptable to one person may be upsetting and/or intimidating to another person.

Harassment is unacceptable language or behaviour, which causes the recipient of such actions to be embarrassed, offended, or threatened.

This should be reported immediately to your line manager / tutor.

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Bullying

- Bullying is also a form of harassment and can also take many different forms;
- Being called names / being teased
- Being pushed about / pulled out
- Having rumours spread about you
- Being ignored / left out

All employees and learners will be liable to face disciplinary action if it has been determined that any individual or group has been subject to discrimination, harassment or bullying.

Responsibilities

All that work at Insight Maidstone have overall responsibility for ensuring that Insight Maidstone operates within a framework for promoting Equality & Diversity.

Tutors and assessors are responsible for promoting and raising learners understanding and awareness of Equality & Diversity. Promotion and awareness will be raised via learner reviews and visits and also within classroom sessions.

Individuals who witness discrimination or harassment are encouraged to challenge any individual's behaviour and where appropriate inform their line manager or a member of Senior Management.

Allowing discrimination, bullying and harassment to occur can at times be as unacceptable as engaging in the behaviour.

We will raise employees and learners awareness and understanding of Equality & Diversity in accordance with the annual plan and this will be achieved in a number of ways;

- Regular staff development days, awareness and updates
- External advice and guidance from approved sources such as the Equality & Human Rights

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- Raising awareness at learner inductions Promoting Equality & Diversity in the course
- material which is naturally embedded in the course

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