

EQUALITY AND DIVERSITY POLICY

Vision statement for Equality and Diversity

Tasneef Training Center. is committed to promoting equality, diversity and inclusion; eliminating discrimination to all job applicants, staff, clients, learners and members of the community served by us. Our aim is that everyone will be treated fairly, openly, honestly, with dignity and to respect and value differences irrespective of and regardless of:

- I. Sex (including marital status, gender, pregnancy, maternity and paternity);
- II. Race or racial group (including color, nationality and ethnic or national origins);
- III. Religion or belief;
- IV. Age;
- V. Caring responsibility; or
- VI. Disability.

General Statement of Policy

We believe that our policy and practice are a means of maximizing the effective use of human resources in our and the employee's/candidates best interests.

All members of staff employed by us and all applicants for employment or learners for training will be given equal opportunity irrespective of their sex, religion/belief, race, age or marital status in all aspects of employment and training e.g. in their access to posts and in the terms of benefits on which employment is normally available in this organization. We are committed not only to the letter of the law, but also to the promotion of equality of opportunity in all fields.

The operation of recruitment, training and promotion policies to all individuals will be on the basis of job requirements, and the individuals' ability and fitness for work/training.

Staff employed by this organization and learners in training shall be made aware of the provisions of this policy. This may be done, for example, by means of advertisements, job descriptions, application forms, posters, training courses and handbooks for appropriate managerial and supervisory staff.

All key personnel involved in management, selection and dealing with the public shall be given training and guidance in the law and organizational policy, their own personal liability under the law and the nature of discrimination.

Definition of Discrimination & Legislation

In this policy 'discrimination' means discrimination where a person is treated less favorably on grounds of disability, sex or marital status

Nominated Person

Management Representative shall be responsible for monitoring the effectiveness of the equality and diversity policy with overall responsibility for its implementation and supervision remaining with the HOD`s.

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All aspects of personnel policies and procedures shall be kept under review to ensure that they do not operate against equal opportunities and analysis made of the sex, race, religion/beliefs or marital status of employees in relation to their employment with this organization.

Where it appears that any employees/applicants/learners are not being offered equal opportunities, the circumstances will be investigated by management to see if there are any policies or criteria which exclude or discourage employees and, if so, whether these policies and criteria are justifiable. Appropriate action will be taken, where necessary, to redress the effects of any policy or criteria which may be found to have unjustifiably limited the provision of equal opportunities.

Our commitment

- ✓ To create an environment in which individual differences and the contributions of all our staff and learners are recognized and valued.
- ✓ Every employee/associate and learner is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- ✓ Training, development and progression opportunities are available to all.
- ✓ Equality in the workplace is good management practice and makes sound business sense.
- ✓ We will undertake planned reviews all our employment practices and procedures to ensure fairness.
- ✓ Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- ✓ This policy is fully supported and agreed by senior management, employees, Awarding organizations.
- ✓ The policy will be reviewed regularly against evaluations, feedback and changes to legislation.
- ✓ To raise awareness of policies and procedures to ensure that our services are accessible for a diverse range of clients and learners
- ✓ To promote the principles of equality and diversity with clients and learners/partners/subcontractors and recruitment agencies.

We have found that by putting equality and diversity policies into action we have the benefit not only of compliance with the law, but also enjoy a number of other advantages including:

Making full use of the talents of all members of the workforce and our candidates. This helps to ensure the best return on what is often a costly investment in recruitment and training.

An improvement in motivation and performance which, in turn, can reduce turnover levels.

A broadening of the "talent base" which develops people's abilities faster and further and opens up the potential for new and flexible approaches.

Better two-way communications.

An improvement in the external view of the organization, so that talented people outside will want to join it and more candidates will be attracted to it.

The implementation of equality and diversity policies stimulates a healthy and more productive atmosphere and creates a better quality of working life.



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Recruitment and Promotion

Applicants for posts/training shall be given as much clear and accurate information about opportunities through advertisements, open days, inductions, job descriptions and interviews in order to enable them to assess their own suitability for the opportunity they are applying for. Information about opportunities shall also be placed and prominently displayed where it may reach individuals of all groups.

Recruitment literature shall not imply that there is a preference for one group of applicants.

Advertisements and recruitment drives shall be aimed at as wide a group of suitably qualified and experienced people as possible.

All applicants shall be informed that we encourage equality and diversity. Such information could be conveyed in advertisements, job descriptions or application forms.

All personnel specifications for posts shall include only requirements that are necessary and justifiable for the effective performance of the job, as requirements that are convenient rather than necessary, may be discriminatory.

All interviews shall be thorough, conducted on an objective basis and shall deal only the applicant's suitability for the job and ability to fulfil the job requirements. Where it is necessary to assess whether personal circumstances will affect performance of the job, this should be discussed objectively without detailed questions based on assumptions about marital status, children and domestic obligation. Information necessary for personnel records can be collected after a job offer has been made.

All staff shall be encouraged to discuss their career prospects and their continued training needs and aspirations with their manager.

Vacancies shall be given as wide an internal circulation as possible to staff who are likely to possess appropriate qualifications or have relevant experience.

We will not discriminate on the basis of sex, marital status, age, religion or disability in the allocation of duties or shifts between staff employed in any grade or grades with comparable job descriptions, except where night work restrictions apply, in which case exemptions may be considered.

Where appropriate and/or necessary, we will endeavor to provide appropriate specific needs of employees, clients and learners which arise from their ethnic or cultural background; gender responsibilities as careers, disability, religion or belief or sexual orientation.

Staff training / development

It is our Policy that we will not discriminate in the provision of training and development courses.

Appropriate training shall be provided to enable staff to perform their jobs effectively. Such training will make provisions where necessary for individuals returning work following a break for domestic reasons.

Age limits for entry to training schemes should not be unnecessarily restrictive to exclude certain groups.

Clients and Learners

Tasneef Training Center is an Equal Opportunities Employer and Training Provider. Our clients and learners are entitled to equal treatment irrespective of gender, race, disability and civil partnership, religion or belief and age, taking into account the diversity of the community that we serve. We feel it is our responsibility to ensure that our clients promote equality and diversity codes of practice to our learners within their organization. We will promote awareness and be able to offer help and awareness on request.

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Tasneef Training Center. is committed to meeting the diverse needs of clients and learners. We will take steps to identify the needs of clients and learners in our community and develop policies and procedures setting out how we will meet clients and learners' needs and for entering the services we provide are accessible to all. We will take account, in particular, the needs of clients and learners with a disability and clients and learners who are unable to communicate effectively in English. We will consider whether particular groups are predominant within our client base and devise appropriate policies to meet their needs.

Possible Pre-conceptions

In the application of this policy, it is essential that managers guard against discrimination of the basis of possible assumptions that individuals because of their sex, race, disability, religion or marital status possess characteristics which would make them unsuitable for employment or receiving training.

Any restrictions which are applied by management, and which affect certain groups of staff/trainers/trainees more than others, may effectively result in indirect discrimination, and should be reviewed to determine whether they are necessary rather than convenient and removed if this is not so.

Community Partnerships

Tasneef Training Center will seek to develop community partnerships within the areas that we serve, through working within the community we aim to ensure that we reach as wide an audience as possible.

Disciplinary Procedure

Any member of staff or associate who does not abide by this policy will be subject to TTC disciplinary procedure. Tasneef Training Center will fully investigate any reported incidents of discrimination by clients with whom we work including learners and employers.

Grievances and Victimization

Particular care will be taken to deal effectively with any complaints of discrimination and sexual harassment which should be perused by application and fully investigated.

Monitoring and Reviews

Management Representative will be nominated as the person responsible for monitoring the effectiveness of the equal opportunity policy with overall responsibility for its implementation.

Tasneef Training Center will actively monitor equality and diversity data of our learners to ensure that we are recruiting to meet the diversity of our community and that achievement opportunity to equal to all.

Tasneef Training Center. will review the operation of this policy regularly. We will take remedial action if we discover non-compliance under this policy or barriers to equality and diversity.

This document sets out our policy. It must be strictly adhered to unless there are legal limitations on employment to particular posts). Disciplinary procedure may be used in the case of a breach of our Policy