

Annex 1

Masterclass Academy Equality, Diversity and Inclusion Policy (Staff)

Overview

Masterclass Academy is committed to the elimination of discrimination and the promotion of equality of opportunity in its provision of education, training and employment, goods services or facilities.

The purpose of this policy is to ensure that we can demonstrate that we are working towards equality and inclusion in employment and in the services that we provide. The policy applies to all learners, those seeking to be learners, employees, applicants for employment and the Company Directors.

This policy will also help the company, as part of its commitment to diversity, to deliver its duties for Equality, in ensuring that all individuals and groups are provided with services that are fair, representative and accessible for their individual needs. This policy should be read in conjunction with Masterclass's Respecting Difference strategy, which includes legal definitions and guidance.

Aims

Throughout this policy Masterclass aims to:

- ensure that no individual or group receives less favourable treatment on the grounds of gender, marital status, age ,race ,colour, ethnic or national origin, political or trade union membership, differences in religion or belief, sexual orientation, disability, transgender, medical conditions including terminal illness and HIV status, local geographic (rural, urban or community) factors or is disadvantaged by conditions or requirements which cannot be shown to be justifiable to the Directors;
- create an accessible organisation and extend opportunities in education, training and employment to groups identified as under-represented in education and training to promote lifelong learning;
- recognise that working towards equality of opportunity is not additional or marginal to its activities, but central to the efficiency and development of the organisation and its centre as an employer and as a provider of education and training.

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Introduction to staff

This policy is about you and affects you; it is not about the law that we must all comply with. It is about attitudes, values and behavior and the way we work with those we come into contact with, whether they are our colleagues, learners, contractors or other customers.

We must all understand and comply with the underlying principles of this policy, as Masterclass has a zero tolerance to any infringement of its equality and diversity policy and procedures. If you want help, clarification or guidance on any issues raised in this document then please speak with your manager or any Director.

Promotion and Advertising

Masterclass will:

- ensure that its advertising material is free from any discriminatory statements or information
- ensure that all staff, employers and learners are aware of their obligations in respect of non-use and/or removal of inappropriate images, which create an intimidating, hostile or humiliating working environment; this includes displays of pornography, Internet downloading of offensive material at work or vocational training work placements.
- Make every effort to carry out its advertising in such a way as to encourage applications from all sections of the community including, where appropriate, advertising in specialist press/community centres to ensure that all groups have an equal chance of seeing the advert;
- Develop an appropriate marketing strategy to meet the diverse needs of the community it serves; this will incorporate learner advertising and employee recruitment

Employee Recruitment, Selection and Development

- Masterclass will aim to ensure it recruits employees with the knowledge, skills and experience appropriate to job requirements in line with the Safer Recruitment policy
- At Masterclass employees involved in recruitment, selection, placement and support of staff and learners will receive appropriate training especially regarding equality of opportunity and interviewing skills.
- Masterclass will encourage all employees to apply for training and promotional opportunities, particularly those demonstrating an interest that have traditionally not sought training or employment in particular occupational areas such as; women in management, men into administration and people with disabilities into employment.
- All staff will undertake mandatory Equality, Diversity and Inclusion training within 6 months of commencement of employment with Masterclass.
- All staff will undertake annual refresher training in respect of Equality, Diversity and Inclusion

Ex-Offenders

- Masterclass shall make every effort to avoid unfair discrimination based on unrelated criminal convictions. In many cases, an individual's offending record may have no

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bearing on the employment under consideration. Where there is a doubt as to whether the previous conviction(s) are relevant or not, it is matter of exercising judgement based on the facts of the offence (e.g. substances, whether work-related, how long ago, evidence of re-offending) and the nature of the employment opportunity including any interaction with learners and/or colleagues.

- Masterclass will ensure confidentiality for the individual concerned and that any information given or sought will only be made known to those who need to know.
- Masterclass will ensure that all employees who come into contact with vulnerable young people and adults have a disclosure and barring service (DBS) check, meeting legislative requirements.
- Masterclass will not engage a person who is barred from working with children or vulnerable adults.
- Masterclass will inform the relevant authorities if an employee is dismissed because they have harmed a child or vulnerable adult or would have done so if they had not left.

Please refer to Masterclass Safeguarding Policy for further information.

Dealing with Discrimination

- Masterclass will ensure that every support and assistance is provided to employees, learners, learning centres and contractors who consider themselves to have been a victim of discrimination, prejudice or harassment.
- All proven acts of unlawful discrimination or victimisation by employees shall be treated as disciplinary offences.
- Employees will be advised of grievance procedures and their rights under the law at induction.
- Contractors of anyone working for, or on behalf of Masterclass will be advised of how to make a complaint and of their rights under the law at the commencement of their contract, learning agreement or other contractual agreement.

Dealing with Harassment and Bullying

Any form of harassment or bullying is intolerable. Such actions, which are unwanted and adversely affect working relationships, are disciplinary offences within the Masterclass Harassment and Bullying policy. In serious allegations, Masterclass reserves the right to inform/involve the Police.

Other Contractors

Masterclass will ensure that contractors who provide a service are provided with a copy of this policy and of their rights and responsibilities to uphold all policies. Proven failure to do so may result in the termination of their contract.

Recording, Monitoring and Reviewing

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The Directors, Training Managers and Training Consultants are ultimately responsible for ensuring the development, implementation and monitoring of this policy.

We will monitor and record relevant learner statistics, e.g. relating to the Protected Characteristics (Equality Act 2010) or belief of individuals, in the following areas:

- Applications for and induction on learning programs;
- Progress made against individual learning plan;
- Complaints;
- All statistics gathered shall be regularly evaluated and reported to the Masterclass managers at least six monthly to see if there are any anomalies and to ensure that the policy is continually being put into practice;
- All personal information collected for the purpose of equal opportunities monitoring will be treated as confidential and not misused, in accordance with the General Data Protection Regulation 2018

Implementation, Responsibilities and Liabilities of Employees

- All employees shall be made aware of the Equality and Diversity Policies and Procedures at induction
- It is the responsibility of all employees to ensure that they have read and understood the range of policies disclosed within this policy and to comply with them.
- All employees will be required to undertake mandatory awareness of equal opportunities training within 6 months of commencement of employment
- All employees will be required to take mandatory equal opportunities refresher training every year or at an earlier period should management identify this is a need for the individual concerned.
- Personal Liability – if an employee, in the course of their employment, discriminates unlawfully and against any individual on the grounds defined within the Equality Act 2010 relating to Protected Characteristics in terms of race, gender, disability, transgender, sexual orientation, religion, belief or age they are personally liable and could be subject to a disciplinary, which may result in the loss of their job.
- Vicarious Liability – Masterclass, as an employer, is liable for any discriminatory act carried out, with or without its knowledge or approval, by an employee in the course of his or her work unless it can demonstrate that all practicable steps were taken to prevent the employee discriminating.

Effectiveness of this Policy

To ensure the continued relevance and effectiveness of this policy, both the content and implementation will be reviewed annually or when legislation dictates.

This policy will be reviewed annually by the Company Directors and Curriculum and Manager.

1	Laura Cosier	Revised 1 st Issue	30.6.20
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2	Laura Cosier	Reviewed	14.9.21

Annex 2

Equality, Diversity and Inclusion and Fundamental British Values

Equality is about 'creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential' (Department of Health – 2004).

Diversity is about difference and recognising individual as well as group differences and treating people as individuals without discrimination.

Respecting Equality & Diversity in the workplace is important as we are all different and have different needs, beliefs and preferences. A diverse workplace helps a business to thrive.

Inclusion is seen as a universal human right. The aim of inclusion is to embrace all people irrespective of race, gender, disability, medical or other need. It is about giving equal access and opportunities and getting rid of discrimination and intolerance (removal of barriers). It affects all aspects of public life.

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society where a person is subject to one of more of the 9 "protected characteristics" listed below:

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

At Masterclass we are fully committed to providing equality of opportunity in education, training and employment. This commitment is shared and acted on by all our staff. The effectiveness of our Policy and its importance are central to the spirit of our values. Our policy implements national legislation and guidelines on good practice.

Masterclass will not tolerate unfair treatment, bullying, harassment or discrimination against anyone who learns with us. If you feel you have been treated unfairly you will be able to make a complaint. If you want to complain you can speak to your assessor and/or use our complaints procedure.

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1	Laura Cosier	Revised 1 st Issue	14.9.21