

Learner's Equality and Diversity Policy

Policy Statement

Milltech is committed to **equality** and **diversity** in every aspect of its activities and aims to provide an environment where all individuals have the opportunity to achieve their full potential with a feeling of self esteem.

The company believes that its purpose, aims and values will be best achieved through the recruitment of employees and learners from the communities that we serve and which influence our organisation. Milltech will encourage each individual to make full use of their talents and skills.

Purpose

Milltech believes that all forms of **prejudice** and **discrimination** are unacceptable. In recognition of the fact that **prejudice** and **discrimination** can take a variety of forms, depending on the group against whom they are directed, the Equality and Diversity Policy addresses issues specific to **discrimination** on the grounds of:

- Age
- Disability
- Sex
- Race
- Religion
- Sexual Orientation
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity

The aim is to create a positive setting where everyone has a shared commitment to respecting **diversity** and difference.

Promotion of Equality and Diversity

Milltech will promote **equality** and **diversity** through:

- employee and learner inductions,
- training,
- analysis and evaluation of data for both employees and learners by age, disability, gender, race and religion, and
- supportive workplace practices.

Every Learner Matters

Milltech believes that a strong commitment to **equality** and **diversity** supports and enhances the five key outcomes of 'Every Child Matters'. Refer to the Learner Handbook or the Employer Commitment for more information about the company's work in relation to the five outcomes.

Responsibilities

In your role with Milltech you have a duty to:

- co-operate and comply with the measures set out in this policy;
- report any discriminatory action, including **bullying** and **harassment**;

You must not:

- encourage or allow others by omission to carry out any discriminatory act;
- induce or attempt to induce others to practice **discrimination**.

You may be subject to disciplinary action for failure to adhere to the policy.

Taking Action

If you experience or observe any form of **harassment, bullying, prejudice or discrimination** or any breach of the Equality and Diversity Policy you should take the following action:

1. **Informal Action** where you raise the issue informally and privately with the person(s) responsible for the unacceptable behaviour.
2. **Formal Action** should be used where informal action hasn't worked, or if the informal approach is not an option. The issue should be raised with your manager or your tutor/assessor; employees can use stage 1 of the formal grievance procedure to help you do this.

Whenever a complaint of **discrimination** is received the company will:

- take the complaint seriously;
- carry out an immediate investigation into the complaint;
- take steps to make the investigation fair, objective and independent by allocating the investigation to a person who is not involved in the complaint.

Appendix 1 – Glossary

The following words have been listed in the order in which they appear in the policy summary.

Equality	Treating people fairly and ensuring everyone is given a fair chance.
Diversity	Diverse means different and varied; diversity welcomes difference rather than ignoring it.
Prejudice	Prejudice means to be biased, to have a preconceived opinion.
Discrimination	Discrimination is the unfair or unequal treatment of an individual or group
Harassment	Unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Refer to the Bullying and Harassment Policy for examples of the behaviours that would be classed as harassment.
Bullying	Offensive, intimidating, malicious or insulting behaviour; an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Refer to the Bullying and Harassment Policy for examples of the behaviours that would be classed as bullying.