

Equality and Diversity Policy

Definitions and examples of all **bold** words can be found in the Glossary in Appendix 1.

1. Policy Statement

1.1. 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.

1.2 Milltech encourages and supports the development of an environment in which:

- peoples' ability to achieve their potential is not limited by **prejudice** or **discrimination**
- there is respect for and protection of each individual's rights
- there is respect for the dignity and worth of each individual
- each individual has an **equal opportunity** to participate

1.3 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.

1.4 In our commitment to promoting **equality of opportunity** we will not accept **prejudice** or **discrimination**. An environment where **equality of opportunity** exists is more rewarding for employees and learners and will enhance performance and achievement.

2. Purpose

2.1 The purpose of this policy is to establish clear guidance regarding **equality** and **diversity**. The guidance will be applicable to all employees and potential employees, learners and potential learners, contractors, associates, employers and partner organisations and visitors.

2.2 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 & Belief
- Sexual Orientation
- Gender Reassignment
- Pregnancy and Maternity
- Marriage and Civil Partnership

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

- **Age**
Milltech recognises that people can develop throughout their lives and that an individual's life experiences can add value to their role as either an employee or a learner.
- **Disability**
Milltech will make reasonable adjustments to arrangements, facilities and support to ensure that each individual can actively participate in all aspects of their employment or learning.
- **Sex**
Milltech provides a supportive environment for men and women, actively encouraging the development of individuals in non-traditional employment.
- **Race**
Milltech seeks to create a working and learning environment based on positive relationships between members of different racial groups.
- **Religion**
Milltech respects the rights of individuals to hold different religious beliefs.
- **Sexual Orientation**
Milltech believes that a person's sexuality does not have any bearing on their ability or suitability for employment or learning opportunities.
- **Gender Reassignment**
Milltech believes that because someone has undergone, or is in the process of undergoing gender reassignment it does not have any bearing on their ability or suitability for employment or learning opportunities.
- **Pregnancy and Maternity**
Milltech respects the rights of employees and learners during periods of pregnancy and maternity.
- **Marriage and Civil Partnership**
Milltech respects the rights of those in marriages and civil partnerships under the Equality Act.

2.3 Milltech will not tolerate any behaviour that would result in any individual:

- being given less favourable treatment based on one or more of the above protected characteristics (**direct discrimination**);
- being disadvantaged or treated less favourably, in relation to one or more of the above protected characteristics, because of requirements that are not related to the job or course of learning (**indirect discrimination**);
- being given less favourable treatment because they are associated with another person with a protected characteristic. (e.g. the mother of a disabled child) (**associative discrimination**).
- being given less favourable treatment because others think they possess a particular protected characteristic (**perceptive discrimination**). This applies even if the person does not actually possess that characteristic.
- being humiliated, embarrassed, ridiculed or intimidated based on one or more of the above protected characteristics , or being subject to behaviour they believe to be offensive to them or which they find offensive even if is not directed towards them personally (**harassment**)*
- being harassed by people not directly employed by Milltech (**harassment by a third party**).
- being treated less favourably because they have made or supported a complaint under The Equality Act legislation.

*Please refer to the Bullying and Harassment Policy for more detailed guidelines about harassment and bullying.

3. Promotion of Equality and Diversity

3.1 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.

3.2 Inductions and Training

Milltech recognises the need for all employees and learners to:

- be aware of the behaviours that express **discrimination**;
- know that discrimination is not restricted to particular groups in society;
- be aware of the ways in which assumptions and **oppression** can be built into society and organisations;
- be aware of **stereotyping** or **prejudice** in the content and delivery of their work;
- be prepared to challenge discriminatory behaviour or attitudes.

All induction programmes will include an introduction to **equality** and **diversity**.

3.3 Analysis and Evaluation of Data

Milltech is committed to the collection of statistics and analysis of data to allow ongoing monitoring of employees and learners.

Employee and learner profiles will be developed in relation to age, disability, gender, race and religion. Trends will be identified and explored to guarantee the removal of any barriers caused by the company's policies or practices.

3.4 Supportive Workplace Practices

Milltech believes that its commitment to equality and diversity should be visible in every aspect of its work. All relevant policies, procedures and practices will be written in such a way to promote fairness and equality for all.

4. Every Learner Matters

4.1 In line with the green paper 'Every Child Matters' Milltech has implemented the five key outcomes for children and young people's well-being into its practices, at the same time expanding them to cover all learners. The outcomes are:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution
- Achieving Economic Wellbeing

Milltech believes that a strong commitment to equality and diversity supports and enhances the five key outcomes of 'Every Child Matters'.

5. Responsibilities

5.1 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.

5.2 Employees, Contractors, Associates, Employers, Partner Organisations and Visitors

- You are responsible for ensuring that:
- you attend Equality and Diversity training as required;
- you challenge or report inappropriate behaviour, including harassment or bullying, whether intentional or unintentional whenever it occurs;
- you act in accordance with policies designed to combat discrimination and prejudice.

5.3 Learners

You are responsible for ensuring that:

- you behave with respect toward all members of Milltech, including other learners;
- you adhere to the expectations set out in this policy;
- you do not encourage prejudice or discrimination;
- you report to your tutor/assessor or another member of Milltech any incidents of harassment, bullying, prejudice or discrimination witnessed during your learning.

5.4 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:

- **Informal Action** where you raise the issue informally and privately with the person(s) responsible for the unacceptable behaviour. This will make sure that person is aware of the effect of their actions as well as making it clear that their actions are not acceptable. If you feel uncomfortable or reluctant to approach the individual yourself you could ask a trusted colleague or manager to support you.
- **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. If the person you're complaining about is your manager or your tutor/assessor, you will need to raise it with their line manager; employees can use stage 2 of the formal grievance procedure. Alternatively, if the circumstances are very difficult you may choose to use the Whistle-blowing Policy.

5.5 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.

Where an investigation identifies that there has been a case of discrimination the investigation will cease and a disciplinary investigation under the Disciplinary Procedure will take over and will be dealt with at the appropriate stage of the procedure.

Appendix 1 – Glossary

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
Equal Opportunity / Equality of Opportunity	Equal opportunity means that every person should be given the same chance to improve their life; at Milltech this relates to learning and employment opportunities.
Direct Discrimination	When you are treated less favourably than someone else in the same situation based on a personal characteristic, for example because of your age, sex/gender, race, disability, religion, sexual orientation. Example - A woman being denied a promotion because she is pregnant
Indirect Discrimination	Where there are rules or conditions that apply to everyone, but affect one group of people more than others without good reason. Example - A company rule that says all women must wear knee length skirts could exclude women whose religion requires them to wear full length clothing.
Associative Discrimination	Direct discrimination against someone because they are associated with another person with a protected characteristic. (E.g. the mother of a disabled child).
Perceptive Discrimination	This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.
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.
Victimisation	Where a person is treated less favourable because they have made, or intend to make, a complaint of discrimination. Example A young apprentice has been bullied by her colleagues. She complains to her manager about the bullying, but the manager tells her colleagues and they all start to ignore her. She then loses her apprenticeship with the company because she is seen as a trouble maker
Oppression	The misuse of power over people.
Stereotyping	To make everything or everyone the same. When we stereotype people, we make them all the same based on one characteristic or assumption about the group.