

## Equality, Diversity & Inclusion Policy v4 Including Harassment & Bullying and British Values

Any Driver Ltd is committed to providing equality of opportunity and freedom from unlawful discrimination, using the 9 protected characteristics of (1) age, (2) disability, (3) gender reassignment, (4) marriage and civil partnership, (5) pregnancy and maternity, (6) race, (7) religion or beliefs, (8) sex and (9) sexual orientation.

We will:

- Actively oppose all forms of discrimination and unfair or discriminatory practices
- Value and harness the diversity of our employees, learners, suppliers, partner organisations and local communities
- Create an environment within which all individuals are treated with fairness and respect
- Tackle prejudice and promote understanding between different groups of people to create a harmonious and respectful workplace and society
- Take positive action to encourage participation of under-represented groups in our workplace and our programmes
- Embed the concept of **British Values** within our equality and diversity practices
- Fully implement the Equality Act 2010 and associated legislation to eliminate discrimination, harassment and victimisation



Many people suffer discrimination and disadvantage based on their social or economic position e.g. through education, employment status and history, undiagnosed mental health issues, caring responsibility, their housing situation, or a criminal record. Any Driver Ltd regularly comes into contact with learners who face one or more of these challenges and who need support to achieve equality of opportunity, to challenge barriers to participation, achievement and social inclusion.

Through our policy, we aim to support our staff, supply chain partners, customers and others we work with to access opportunities that enable them to achieve the best of their ability and create strong, stable and sustainable communities.

This policy applies in our employment and personnel practices, and across all areas of our business – in our service delivery and as an active member of the communities in which we live and work.

While the overall responsibility for achieving, promoting and providing equality of opportunity rests with Any Driver Ltd, all our employees, supply chain partners, learners and other stakeholder are expected to conduct themselves in a way that supports and promotes this policy, including freelance and temporary workers, work experience students, consultants and contractors.

All employees, irrespective of their job or seniority, will be given guidance and instruction, through induction and training, as to their responsibility and role in promoting equality of opportunity, avoiding discrimination and valuing diversity. The policy will be available in all training sites for reference at any time.

Learners will be advised about this policy as part of their induction to the service they receive from Any Driver Ltd.

Any breach of this policy could lead to action under Any Driver's Discipline and Dismissal procedures.

### **Equality at Any Driver**

Equality in the workplace means having:

- Trained staff who understand equality issues (and proactively promote them)
- Staff who support the company mission and values (and proactively promote them)
- Staff who reflect the population (and proactively promote it)
- Staff that will provide services fairly and effectively (and proactively promote them)
- Teaching and training staff that are equipped to embed EDI training throughout the programme curriculum

Any Driver Ltd has clear procedures covering recruitment, development, and management of staff, which underpin our approach to equality in this area of our business.

We will:

- Operate a fair and open recruitment policy
- Publicise our Equality, Diversity & Inclusion Policy through job specifications and adverts
- Avoid including discriminatory or restrictive requirements within person specifications.
- Make decisions concerning recruitment, selection, training and development, and career progression of our employees in a fair and unbiased manner, solely on the basis of objective criteria, individual merit and ability
- Monitor wherever practicable, the age, race, disability, gender, religion or belief or sexual orientation of job applicants and use this information to monitor the effectiveness of our policies
- Take positive action to ensure the demographic of our workforce reflects the diversity of the community in which they work
- Make reasonable adjustments to meet the needs of disabled and non-disabled job applicants and employees
- Interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities
- Discuss with disabled employees annually what we can do to make sure they develop and use their abilities
- Make every effort when employees become disabled to make sure they stay in employment
- Facilitate special training or support to enable employees to progress within the Company
- Provide flexible working arrangements for staff
- Rigorously address concerns about bullying, harassment or victimisation
- Ensure that terms and conditions of employment, procedures for redundancy and dismissal are free from all forms of direct or indirect discrimination

### **Equality for Learners:**

Any Driver Ltd delivers a wide range of programmes in the beauty, however our Learners come from different backgrounds and communities, although a very high proportion are female.

To ensure equality of opportunity we will:

- Ensure information about our programmes is accessible by providing marketing material in 'plain English', using different methods of communication, and working with other partners to promote improved access to potential customers
- Provide information in different formats where required
- Ensure our admissions/referral process is clear and does not create unnecessary barriers to participation
- Provide a safe and welcoming environment
- Assess learners' individual needs and ensure resources are available to meet these needs, including access to specialist support services to address the needs of different groups e.g. people with health problems, ethnic minority groups, (ex) offenders etc.
- Make reasonable adjustments to ensure all learners are able to fully participate and achieve their goals
- Embed equality and diversity issues into service delivery to raise learner awareness and promote good citizenship and **British Values**
- Provide access to fair assessment, including for learners with learning difficulties, those who undertake shift work or are single parents
- Challenge discrimination and negative behaviour and empower customers to do so
- Gather and analyse equality data for recruitment and performance and take positive action to address gaps in achievement between different groups to achieve parity of outcomes for all customers
- Celebrate success to promote equality and diversity and encourage others to achieve
- Consult learners regularly about equality and diversity to inform continuous improvement
- Consult and engage community groups and other external stakeholders in planning and delivering our services
- Provide appropriate channels for learners to raise complaints (please refer to ADP001 Appeals and Complaints Policy)

Any Driver Ltd reserves the right to withdraw services to any learner if that person behaves in a discriminatory, disruptive or abusive manner to any member of staff, volunteer, learner or other person.

Some learners may find it difficult to fully comply with all aspects of our Equality, Diversity & Inclusion policy due to previous or present distress, illness or as a result of social exclusion. Where this is the case, we will challenge inappropriate behaviour while intervening to alter attitudes and behaviour while maintaining support.

### **Complaints**

Where employees, learners or partners experience any form of discrimination, harassment, bullying or victimisation, they must report this to their Assessor (unless the Assessor is involved, then to direct to the Quality Manager), and raise a complaint through Any Driver's Appeals & Complaints Policy. If it is not appropriate to do so, they must contact the Safeguarding Officer who will support them in taking forward their complaint. All allegations of unacceptable behaviour or working practice will be investigated thoroughly and dealt with appropriately.

If an employee, learner, supplier or partner organisation believes they have observed a colleague experiencing or perpetrating any form of discrimination, harassment, bullying or victimisation, they must bring this to the attention of the Safeguarding Officer who will investigate and take the case forward in line with our Discipline and Dismissal Policy.

## Legislation & Definitions

Any Driver Ltd fully accept our responsibilities and adhere to all UK equality legislation including but not limited to:

- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Protection from Harassment Act 1997
- Human Rights Act 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Racial and Religious Hatred Act 2006
- Codes of Practice issued by the Equality & Human Rights Commission
- Amendments to the above legislation

## Definitions

### British Values:

The governments definition of British Values in education are:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

### Direct Discrimination:

- Where one person is treated less favourably than others because of a protected characteristic

### Direct Discrimination by Association:

- Treating someone less favourably than another person because they are associated with a person who has a protected characteristic

### Indirect Discrimination:

- The application of a policy, criterion or practice which is discriminatory in relation to a protected characteristic and:
  - a. It isn't applied to someone with whom the individual doesn't share the characteristic
  - b. It puts, or would put, that group at a particular disadvantage compared to those who don't have the characteristic
  - c. It is not a proportionate means of achieving a legitimate aim

### Positive Action:

- Where members of a protected group are under-represented, action can be taken to encourage people belonging to that group to take advantage of opportunities for training or work experience or encourage them to apply for a particular job

### Diversity:

- The full range of individual values, attitudes, cultural perspectives, beliefs, ethnic background, sexual orientation, skills, knowledge and life experience in any given group of people. Valuing diversity means recognising, understanding, and appreciating these differences and developing an environment that enhances their value

Reasonable Adjustments:

discrimination occurs when a company fails to:

- Take reasonable steps to avoid a provision, criterion or practice puts a disabled person at a substantial disadvantage compared to people who are not disabled; this includes formal and informal policies, rules, practices, arrangements or qualification including one-off decisions and actions
- Remove or alter a physical feature or provide a reasonable means of avoiding a feature e.g. building design, access, fixture/fitting, furniture or equipment where it puts a disabled person at a substantial disadvantage compared to people who are not disabled
- Provide auxiliary aids or services where this is the only thing that would put the disabled person at a substantial disadvantage
- Provide information in an accessible format

Harassment:

- Unwanted behaviour related to a protected characteristic which has the purpose or effect of violating someone’s dignity or which creates a hostile, degrading, humiliating or offensive environment.

Victimisation:

- Treating someone unfavourably because they have taken some form of action relating to the Equality Act e.g. made a complaint under the Act or supported somebody who is doing so, such as appearing as a witness

**Deep Dive into British Values**

As of September 2014, the Department for Education (DfE) requires all schools, colleges and training providers to promote the historical and current Values that underpin the national identity known as being British. Within this, all providers are required to ensure that the curriculum actively promotes these fundamental British Values.

British Value	Definition
<b>Democracy</b>	<ul style="list-style-type: none"> <li>• Respect for democracy and support for participation in the democratic process</li> <li>• Belief in freedom and equality between people</li> <li>• A country where the people chose their government and elected officials</li> <li>• Respect for your privacy without interference</li> </ul>
<b>Rule of Law</b>	<ul style="list-style-type: none"> <li>• Respect for the basis on which the law is made and applies in England</li> <li>• Support for equality of opportunity for all</li> <li>• Citizens and governments (law makers) are equally accountable under the law</li> <li>• The law is always applied evenly and fairly</li> <li>• Laws are clear, publicised and stable</li> </ul>
<b>Individual Liberty</b>	<ul style="list-style-type: none"> <li>• Support and respect for the liberties of all within the law</li> <li>• Everyone has the right to liberty and cannot be denied, except according to law</li> </ul>
<b>Mutual Respect and Tolerance</b>	<ul style="list-style-type: none"> <li>• Respect for and tolerance of different faiths and religious and other beliefs</li> <li>• The proper regard for an individual’s dignity, which is reciprocated</li> <li>• Respecting the values, ideas and beliefs of others, whilst not imposing our own on others</li> <li>• Tolerance when different views are shared</li> <li>• Understanding that we don’t all share the same beliefs or ideas</li> <li>• Accepting difference and not judging on faiths or beliefs</li> <li>• Understanding the beliefs and views of others</li> </ul>

Any Driver Ltd is a multicultural community within which we celebrate learners and cultures from all over the world. Alongside this, the company is keen to support all learners in learning about and deepening their understanding of British Values, culture and systems.

British Values are defined by the DfE as:

- Democracy: Respect for democracy and support for participation in the democratic process
- The rule of law: Respect for the basis on which the law is made and applies in England
- Individual liberty: Support and respect for the liberties of all within the law
- Mutual respect and tolerance: Support for equality of opportunity for all and respect and tolerance of different faiths and religious and other beliefs

We believe that British Values are intrinsically linked to Equality, Diversity and Inclusion, whilst have a clear connection and association with the **Prevent Duty** and **Safeguarding** (Please refer to ADP006 Prevent Duty Policy and ADP003 Safeguarding Policy).

The organisation has ultimate responsibility for promoting understanding and learner awareness of this subject and will ensure that these are effective, robust and reviewed on a regular basis. As such the Managing Director has been designated duties to oversee and moderate it.

Under the Department for Education (DfE) regulations government funding training providers must;

- Actively promote the fundamental British Values: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Prevent the promotion of partisan political views in the teaching of any subject in the training centre
- Take such steps as are reasonably practicable to ensure that where political issues are brought to the attention of learners, they are offered a balanced presentation of opposing views

Any Driver Ltd actively promotes principles that:

- Enable learners to develop their self-knowledge, self-esteem and self-confidence
- Enable learners to distinguish right from wrong and to respect the civil and criminal law of England
- Encourage learners to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of those living and working in the locality in which the training provider is situated, and to society more widely
- Enable learners to acquire a broad general knowledge of and respect for public institutions and services in England
- Further tolerance and harmony between different cultural traditions by enabling pupils to acquire an appreciation of and respect for their own cultures
- Encourage respect for other people, paying particular regard to the protected characteristics set out in the **Equality Act 2010**
- Encourage respect for democracy and support for participation in the democratic process, including respect for the basis on which the law is made and applied in England

## Summary

All staff and learners are expected to behave with integrity, tolerance and compassion in their dealings with one another. We provide opportunities for all learners not only to explore their own cultures but also to understand how these align with British Values and how we can work together as a community for the greater good. Every member of the community has a part to play in enshrining the core Values and Beliefs to build a strong, united and democratic place to live, work and study. Where unfairness or bullying is found to exist, it will be routed out, and democracy and the rights of individuals will take centre stage.