

Equal Opportunity & Diversity Policy

KLAB Training College is committed to creating a culture in which diversity and equality of opportunity are actively promoted and in which unlawful discrimination is not tolerated. The company recognises the real educational and business benefits of having a diverse community of staff and students and to this end, is working towards building and maintaining an environment which values diversity.

Policy Statement

We believe in the principles of social justice, acknowledge that discrimination affects people in complex ways and are committed to challenging all forms of inequality. To this end, KLAB Training College aim to ensure that:

- individuals are treated fairly, with dignity and respect regardless of their age, marital status, disability, race, faith, gender, language, social/ economical background or sexuality or any other inappropriate distinction
- it affords all individuals, learners and staff the opportunity to fulfil their potential
- it promotes an inclusive and supportive environment for staff, candidates and visitors
- it recognises the varied contributions to the achievement of the company made by individuals from diverse backgrounds and with a wide range of experiences.

Scope of the Policy

This policy applies to all staff, Students, candidates and visitors to KLAB Training College, together with those contracted to work for the company.

Aims of the Policy and underpinning principles

The aim of this policy is to ensure that in carrying out its activities, KLAB Training College will have due regard to:

- **Promoting equality of opportunity**, across all the activities of the company.
- **Promoting good relations** between people of a diverse background
- **Eliminating unlawful discrimination**

This policy is guided by the following principles, that:

- All staff, learners and visitors should enjoy a safe environment free from discrimination and harassment/bullying.
- All employees should have equal access to quality services that are made available by KLAB Training College and its partners
- All employees should have equal access to opportunities for personal, professional or academic development and career, progression and promotion opportunities

Implementation of the Policy

The successful implementation of all strands of this policy relies on the mainstreaming of equality and diversity issues within the strategic planning process. However, all employees are responsible for the implementation of this policy, and it will be subjected to regular reviews.

Responsibilities

The Centre Coordinator is responsible for ensuring KLAB Training College meets its legal obligations in respect of legislation relating to equal opportunities. They are also responsible for ensuring the strategic development, implementation and review of the Equality and Diversity Policy and progress on the implementation of corporate and area action plans, as well as ensuring that appropriate action is taken against individuals acting on behalf of KLAB Training College who do not act in accordance with the policy. They will also ensure that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the Equality and Diversity Policy.

All Staff are responsible for:

- Fostering a culture in which compliance with this policy is regarded as integral to the work of the area and in which equality and diversity issues are actively promoted
- Ensuring staff are encouraged, supported and enabled to reach their full potential.
- Identifying appropriate development for themselves and to meet the needs of their respective areas.

Individual partnership companies are responsible for:

- Supporting and implementing the aims of this policy
- Promoting equality of opportunity
- Contributing to an environment free of fear or intimidation and which celebrates diversity
- Ensuring that their behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way.

Breach of the Policy

KLAB Training College will take seriously any instances of non-adherence to the Equality and Diversity policy by staff or visitors. Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary policy for staff. With regards to any breach of the policy by customers/visitors, the company will take appropriate action in relation to the nature of the incident.

Monitoring and Review

KLAB Training College will seek to assess the impact of its policies on staff/candidates to ensure that real improvements are being made in tackling discrimination and promoting diversity.

The policy will be reviewed every 12 months.

Relevant Legislation

KLAB Training College will implement its Equality and Diversity Policy in accordance with current legislation and codes of practice including:

- EU Anti-Discrimination Directives (which currently include the Race Relations Act 1976 (Amendment) Regulations 2003, Religion and Belief Regulation 2003 and Sexual Orientation Regulation 2007)
- Special Educational Needs and Disability Rights in Education Act 2001
- Race Relations Amendment Act 2000
- Human Rights Act 1998
- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1975
- Equal Pay Act 1970 and Amendment 1983
- Equality Act 2010