

Equal Opportunities Policy 2024-2025

STATEMENT OF POLICY:

The aim of this policy is to communicate the commitment of the Directors to the promotion of equality of opportunity in HAAA (the Company).

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Pregnancy and Maternity
- Marital or civil partnership status
- Sex
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

To whom does the policy apply?

- The Equal Opportunity policy applies to all who work for our organisation.
- To all learners undertaking a training programme.
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EQUALITY COMMITMENTS:

We are committed to:

- Promoting equality of opportunity for all persons

- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

IMPLEMENTATION:

The Managing Director has specific responsibility for the effective implementation of this policy. Each Teacher/Trainer/Assessor also has responsibilities and we expect all our learners to abide by the policy and help create the equality environment which is its objective. In order to implement this policy, we shall:

- Communicate the policy to employees, learners, applicants and relevant others
- Incorporate equal opportunities notices into general communications practices
- Ensure that adequate resources are made available to fulfil the objectives of the policy

MONITORING AND REVIEW:

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed regularly, and action taken as necessary. All documentation will go through a quality assurance process to ensure equality measures have been applied and there is no discrimination.

Key areas of monitoring:

- Policies and procedures
- Resources used in training
- Lesson plans
- Schemes of Work
- Assessment planning
- Teaching practices
- Assessment and Feedback practices
- Workplace documents/poster on display
- Learner reviews
- Surveys
- Sign up process
- Work practices
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Equality & Diversity Strategy:

The strategy and performance of HAA College as an aspiring Equal opportunities employer will be evaluated and reviewed by a rigorous Quality Assurance process.


The aims of the strategy are to:

- Ensure that no learner or potential learner is disadvantaged by any actions or lack of actions by any stakeholder.
- Support the aims of the Learning and Skills Act 2000, to “create a learning society in which every- one has the opportunity to go as far as their talents and efforts take them”.
- Widen participation and create access – getting people into learning.
- Increase knowledge and understanding of equality and diversity and the Equality Act 2010
- For staff and learner to feel comfortable in reporting any breaches in equality

COMPLAINTS:

Employees/Learners who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter. All complaints of discrimination will be dealt with seriously, promptly and confidentially. Every effort will be made to ensure that employees/learners who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Document Revision:

Issue Date	01 July 2019	Authorised: Steven Churcher
Review Date	01/09/2024	Appointment: Quality Director
Next Review Date	01/09/2025	Signature: 
All company policies are to be reviewed by the Quality Director annually or earlier where circumstances dictate.		