

# Equality and Diversity Policy

## STATEMENT OF POLICY

PETA Limited is committed to the active pursuit of an equal opportunities for all and this policy which addresses the needs and rights of all applicants, learners and employees to be treated with respect and dignity, in an environment in which a diversity of backgrounds and experience is valued.

## OBJECTIVES

In issuing this policy, we have three main objectives, as follows:

1. To encourage our employees, volunteers and learners to take an active role against all forms of harassment or discriminatory behaviour
2. To deter our employees, volunteers and learners from participating in harassment or discriminatory behaviour
3. To demonstrate to all employees, volunteers and learners that they can rely upon the Company's support in cases of harassment or discrimination at work

In relation to this, PETA has a continuing programme of action to bring about the implementation of these objectives and this policy.

## AIMS

The encouragement of equality and diversity is consistent with the broader aims of PETA, in making a vital contribution to the core activities of training, learning and development in supporting its commitment to excellence. As an organisation we believe that a diversity and equality policy should go beyond avoiding unfair discrimination and wherever practicable, should encourage training activities which reflect a diversity of cultural experience.

The policy is intended to ensure that no prospective or existing learners or employees shall receive less favourable treatment on the grounds of age, race, colour, nationality, ethnic origins, creed, disability, HIV status, sexual orientation, gender, marital status, trade union affiliation or parental status, political belief or social or economic class, or any other criterion accepted as unjustified and are able to progress to their true potential.

PETA Limited recognises the need to identify specific areas for future action within the field of equal opportunities and accessibility in training so that the policy may have practical outcomes. Within the resources available, it is committed to a programme of equal opportunities monitoring, and the provision of advice and training to ensure the implementation of equal opportunities within PETA. This policy applies to all aspects of the Company's working practices and therefore applies to the recruitment and selection of employees, volunteers and learners, terms and conditions of employment or training, training, salary, work allocation, promotion and disciplinary procedures.

As part of our programme of continual improvement, procedures and practices throughout the Company are regularly reviewed to ensure that no group or individual is put to a disadvantage, either directly or indirectly, deliberately or inadvertently. Effectiveness will be monitored and action taken as appropriate, to address any weaknesses that become evident.

All employees are required to follow and implement the Company's equal opportunity policy and to undergo any training and development activities to ensure that they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in the course of their work.

## **CODES OF PRACTICE**

### **Applications for Employment**

PETA welcomes applicants for employment from all social and ethnic backgrounds. In the spirit of the Disability Discrimination Act 1995 it will undertake reasonable adjustments in accordance with its Disability Statement. It seeks to employ a workforce that reflects the multi-cultural nature of the population of Hampshire and shall use only job related criteria in recruitment and selection.

Due to the nature of our business all potential members of staff/volunteers will be subject to Criminal Records Bureau and Independent Safeguarding Authority (CRB/ISA) check. Employment will not be confirmed until receipt of satisfactory status from relevant bodies.

### **Applications for Training**

PETA welcomes applicants from potential learners of all social and ethnic backgrounds. Its admissions policy aims to promote opportunities, while at the same time directing those learners with the ability and motivation to benefit from its training to the most appropriate training available.

### **Monitoring**

PETA Limited is committed to a programme of monitoring both access to its programmes and achievement. The results of such monitoring will be reviewed by the Company Equality and Diversity Champion and by department volunteers, to consider the implications for equal opportunities, and to take action where appropriate.

### **Training Learning and Assessment**

Training, learning and assessment strategies shall be equitable, undertaken with awareness of the different needs of students and employees and be directed towards the encouragement of achievement and personal development. Within the context of training excellence, PETA recognises the contribution of a diverse learner body in the learning environment and further recognises the importance of encouraging such diversity to be reflected in the content of programmes, teaching, training methods and forms of assessment, where appropriate.

### **Widening Participation**

PETA will continue to make provision for, monitor and review, the needs of particular groups of learners. It believes that those learners with disabilities should have access to the full range of training it has available. To this end, in the spirit of the Disability Discrimination Act 1995, PETA will, where practicable, undertake reasonable adjustments to meet both the general need for access and the specific needs of the individual with disabilities. The Company will ensure that such individuals are adequately and appropriately consulted about their needs and their views taken into account. Further details of its policy in relation to disability may be found in the Managers Planning, Policy and Procedures Manual, a copy of which is available from any Manager.

### **Special Religious or Cultural Needs**

PETA will make reasonable efforts to meet the special needs of any individual arising from religious or cultural obligations.

### **Harassment**

Our aim is to create a stimulating and supportive environment for learning. The Company accepts that such an environment cannot be created or sustained if learners or staff are individually or collectively subjected to harassment, intimidation, aggression or coercion. Personal harassment will be regarded as a serious matter which could result in disciplinary action being taken against the harasser. A full account of PETA policy is given in the Harassment Policy which is retained in the Managers Planning, Policy and Procedures Manual and is available from any Manager.

## **Responsibilities for Equality and Diversity**

The Equality and Diversity Focus Group (EDFG) is responsible to the Director for advice on all aspects of Diversity and Equality policy and for monitoring such policies. The Director is ultimately responsible for the implementation of such policies. The EDFG will offer help and support in relation to equal opportunities and will be responsible for assisting the Director to deal with any complaints and for advising on action where appropriate.

PETA Limited recognises the need to identify specific areas for future action within the field of equal opportunities in training so that the policy may have practical outcomes. Within the resources available, it is committed to a programme of equality and diversity monitoring, and the provision of advice and training to ensure the implementation of equality and diversity within PETA.