



## Equality and Diversity Policy

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### Introduction to Equal Opportunities

This document provides information about discrimination, bullying and harassment, via the Diversity and Equality and the Dignity at Work Policies.

### Equality and Diversity Policy

SNaB is committed to the elimination of unlawful and unfair discrimination to: employees, learners and clients and to providing equal opportunities in employment. SNaB will value the differences that a diverse workforce brings to an organisation.

We will not discriminate on the grounds of race, gender, disability, nationality, religion, age, sexual orientation, family status or any other irrelevant factor and will build a culture that values, openness, fairness and transparency.

All employees are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy will not be tolerated.

The policy is applicable to employees, learners, clients, communities, suppliers and sub-contractors, whether permanent or temporary. It applies to all processes relating to employment and training and to any dealings with customers and clients.

This policy is intended to assist us to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

It is unlawful to discriminate directly or indirectly in recruitment or employment on grounds of sex, gender reassignment, pregnancy, colour, race, nationality, ethnic or national origins, sexual orientation or religion or belief, or because someone is married or is a civil partner. It is unlawful to treat someone less favourably on grounds of disability than others without that disability or to fail to make reasonable adjustments to overcome barriers to employment caused by disability. It is unlawful to discriminate unjustifiably on grounds of age in relation to employment.

Some types of harassment or bullying will be unlawful discrimination.

### Types of Unlawful Discrimination

**Direct Discrimination** is where a person is treated less favourably than another in comparable circumstances on a prohibited ground.

**Indirect Discrimination** is where a provision, criterion or practice is applied which is such that it would be to the detriment of a considerably larger proportion of the relevant group to which the individual belongs than to others, which is not objectively justifiable and which is to the individual's detriment.

**Harassment** is where there is unwanted conduct related to one of the prohibited grounds which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading,



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humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct.

Failure to make reasonable adjustments is where arrangements disadvantage an individual because of a disability and reasonable adjustments are not made to overcome the disadvantage.

**Victimisation** is where someone is treated less favourably than others because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

### Equal Opportunities in Employment

All measures are in place to avoid unlawful discrimination in all aspects of employment including recruitment, promotion, and opportunities for training, pay and benefits, working practices, discipline and selection for redundancy. Employees will be assessed objectively against consistent criteria, taking into account those with disability.

Obligations will be complied with in relation to statutory requests for contract variations. Reasonable adjustments will also be made to standard working practices to overcome barriers caused by disability. A training provider cannot lawfully discriminate in the selection of employees for recruitment or promotion, but may use appropriate lawful methods, including lawful positive action, to address the underrepresentation of any group identified as being underrepresented in particular types of job.

### Dignity at Work

A separate Dignity at Work Policy is in place concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

### Your Responsibilities

Every employee is required to assist in meeting commitments to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, the training provider for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under our disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

### Grievances

If you consider that you may have been unlawfully discriminated against your complaint will be taken seriously and measures will be taken to resolve any grievances. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Grievances should be reported to [eileen@schoolofnaturalbuilding.co.uk](mailto:eileen@schoolofnaturalbuilding.co.uk)



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### Monitoring and Review

This policy will be monitored periodically by the training provider to judge its effectiveness and will be updated in accordance with changes in the law. In particular, we will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion) and the number of people with disabilities within these groups. We will review our Equal Opportunities Policy in accordance with the results shown by the monitoring. If changes are required, the training provider will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.