

EQUAL OPPORTUNITIES POLICY

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Section 1 – Policy Statement

Our organisation The Training Wizard limited positively promotes the provision of equal opportunities and fairness to all. It is our policy not to discriminate on the grounds of sex, race, religion, nationality, ethnic origin, disability, marital status, pregnancy or other maternity, sexual orientation, gender reassignment or staff association membership.

The Training Wizard is committed to the principles of equal opportunities for all and specifically prohibits discrimination of every type. Through the legislation and publication of this policy employees are encouraged to remove the barriers towards equality by continuously challenging their own and others' attitudes. The organisation requires its employees irrespective of rank or position to comply with this policy at all times. Complaints of discrimination and or unfair, detrimental treatment will be taken extremely seriously and all involved will receive the full support of the organisation.

The organisation aims to positively promote equality in to all policies and procedures and to integrate into all management, personnel and employment practices. By implementing a well publicised and detailed Equal Opportunities policy The Training Wizard can eliminate and address all issues of discrimination effectively.

The Training Wizard limited endeavour to foster a culture where every individual feels valued and supported and best able to serve the local community and contribute to the objectives of the organisation. As a responsible and vital organisation The Training Wizard will always strive to follow good practice.

Section 2 – Responsibilities and Application

The overall responsibility for equal opportunities at The Training Wizard lies with the Directors. However, the Equal Opportunities policy promotion and maintenance applies to all members of the organisation including:

- All employees
- Contractors
- Volunteers
- Trainee workers on placement
- Students on work experience
- Learners (including those who enrol on short courses)
- Former associates

For proper application of this policy the organisation will maintain and ensure that:

All members of the organisation (including learners) are aware of the Equal Opportunities Policy.

All employees are given appropriate and adequate training/advice in regards to equal opportunities.

All employees' requests for changeable shift times are fully considered for their religious, family and life commitments.

For the development, promotion, and fair appointment of staff as well as teaching students; clear and easily accessible procedures are in place.

Section 3 – The Training Wizard's Commitment

The organisation is 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

All breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

Continuously monitor and review this policy

This policy is fully supported by all employees.

Section 4 – Employees

The Training Wizard aspires to employ such a workforce who reflects the diverse organisation that The Training Wizard is without any regards to sex, age, race, religion, ethnicity, nationality, marital status or disability.

All job applicants, employees and others who work for the organisation, directly or indirectly, 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 on individual merit and without unlawful discrimination.

Our designated equality officers are Zavi Fatima & Bertrand Kessou.

Vacancy Advertisement

When advertising vacancies; the vacancies will be advertised both internally and externally where appropriate. All vacancies advertised should promote the organisation's equal opportunities commitment.

Job Application Process

Candidates will be given alternative formats of all documents in relation with the application process if requested by them. The organisation will also take into account and encourage applicants to give their feedbacks on the application process for The Training Wizard to evaluate and review the process regularly.

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.

Section 5 – Learners

The Training Wizard actively promotes equality amongst/for our learners. The organisation has measures in place that allow all our learners to have fair and equal opportunities to make the most out of their learning experience with The Training Wizard.

Accessibility (training centres)

Learners who are disabled and disclose their disability to the organisation (initially in the application process/form) will receive relevant and continued assistance for their requirements.

Admissions

The organisation will provide equal opportunities to all learners to be admitted on all courses offered for their aims. Places will be offered on a first come first served basis and regardless of any other *relevant* factors. All learners are accepted on their abilities and merit, all applicants who meet such criteria will be treated equally.

Section 6 – Implementation

The Operations Director is responsible for implementation of the equal opportunities policy. All the directors and managers also have a responsibility to oversee that the policy is followed.

The organisation expects all members to promote the policy and help the organisation create an environment in which everyone has the right to equal opportunities.

In order to implement this policy the organisation will:

Incorporate information on equal opportunities into all of the main forms of communication and news reporting including Twitter, Facebook, LinkedIn, The Training Wizard Post etc.

Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.

Assign duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all employees of the organisation.

Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce.

Ensure that adequate resources are made available to fulfil the objectives of the policy.

Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers).

Provide equality training and guidance as appropriate, including training on induction and management courses.

A Copy of this policy is available at the centre on demand and advertised on our website

Section 7 – Complaints

The Training Wizard employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the

'Grievance Procedure'. A copy of the procedure is available from the Administration Manager.

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

The Training Wizard will make every effort to ensure that all of our employees 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.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

Equality Act 2010, as amended
Sex Discrimination Act 1975, as amended
Disability Discrimination Act 1995, as amended
Race Relations Act 1976, as amended
Employment Equality (Sexual Orientation) Regulations 2003
Employment Equality (Age) Regulations 2006
Equal Pay 1970 Act, as amended.

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures.

Section 8 – Monitoring and Reviewing Policy

The effectiveness of The Training Wizard's Equal Opportunities Policy will be reviewed regularly, **every six months**, by the Operations Director and Managers.

Any and all actions required to be taken will be executed as necessary. Where our monitoring identifies an under-representation of a particular group or groups, The Training Wizard will develop an action plan to address the imbalance.

The organisation will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

The Organisation