



BLUE LION
TRAINING ACADEMY

**EQUALITY, DIVERSITY, AND INCLUSION
POLICY AND PROCEDURE**

DOCUMENT HISTORY

| Version | Issued | Reason for Revision | Created by | Approved by |
|---------|-----------|------------------------------|---------------|--------------|
| V1 | Sept 2019 | Initial release | Harj Dhanjal | Harj Dhanjal |
| V2 | May 2020 | COVID-19 Update | Harj Dhanjal | Harj Dhanjal |
| V3 | Sept 2021 | Updated in line with new QMS | Geeta Dhanjal | Harj Dhanjal |

This Policy and Procedure document has been approved by the CEO / Director and is signed on release to the BLQMS on Monday.com as per the version control status in the above table:



CONTENTS

| | |
|--|---|
| Document History | 2 |
| Contents | 3 |
| Scope | 4 |
| Introduction | 4 |
| Our commitment as an employer - Blue Lion Training Academy is committed to: | 5 |
| Our commitment as a training provider - Blue Lion Training Academy is committed to:..... | 5 |
| Equality, diversity and inclusion monitoring | 6 |
| Equal opportunity policy statements | 6 |
| What to do if you encounter discrimination | 8 |
| Non-compliance with equal opportunities rules..... | 8 |
| Accessibility | 9 |



EQUALITY DIVERSITY AND INCLUSION POLICY AND PROCEDURE

Blue Lion Training Academy Limited (the 'Organisation') aims to provide defect-free products and services to its customers on time and within budget, we aim to audit our policies and procedures to drive continuous improvement.

SCOPE

We are committed to providing an inclusive learning and working environment for all apprentices and staff that are not only free from discrimination and unfair treatment, but that actively values and celebrates difference. Diversity and Inclusion go to the heart of the Blue Lion Training Academy mission to create a diverse group of future leaders and as such we are committed to creating an environment in which every individual can thrive, celebrating different thinkers whether they be left, right or both sides of the brain thinkers in creativity, logic and culture.

Whilst this policy covers the apprentices experience as a learner at Blue Lion Training Academy, they should also refer to the Equality and Diversity policy at their place of work.

INTRODUCTION

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service to and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no apprentice, staff member or applicant receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

All staff and learners are covered by this policy and it applies to all areas of employment including recruitment, selection, training and career development. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect exists.

The Inclusion and Diversity is led by our company directors and has particular responsibility for implementing and monitoring the Equality and Diversity policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. Whilst we may be a small but agile organisation we have aspiration to grow and build on specific responsibility for eliminating discrimination and



providing equality of opportunity, which will and does lie with our managers and supervisors, staff at all levels. All apprentices have a responsibility to treat others with dignity and respect. The personal commitment of every staff member and apprentice to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout our Training Academy.

Please note: This procedure does not constitute contractual terms and conditions. Blue Lion Training Academy reserves the right to amend any provision of this procedure subsequent to appropriate consultation.

OUR COMMITMENT AS AN EMPLOYER - BLUE LION TRAINING ACADEMY IS COMMITTED TO:

- creating an environment in which individual differences and the contributions of our staff are recognised and valued
- entitling every employee, worker or self-employed contractor to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- providing training, development and progression opportunities to all staff and encourage the development of a high performance culture
- understanding equality in the workplace is good management practice and makes sound business sense
- reviewing all our employment practices and procedures to ensure fairness
- training all staff on the topic of Inclusion & Diversity so that all staff understand their responsibility for behaving in an inclusive manner and contributing to an inclusive environment and culture.

OUR COMMITMENT AS A TRAINING PROVIDER - BLUE LION TRAINING ACADEMY IS COMMITTED TO:

- providing services to which all apprentices are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or socio-economic background
- making sure our services are delivered equally and meet the diverse needs of our service users and apprentices by assessing and meeting the diverse needs of our apprentices
- fully supporting this policy by our company directors
- monitoring and reviewing this policy annually or when deemed necessary
- having clear procedures that enable our apprentices to access support and/or to raise a grievance or make a complaint if they feel they have been unfairly treated by either speaking to their Tutor/Coach or emailing the DSL at geeta.dhanjal@bluelionta.com
- training all staff on the topic of Inclusion & Diversity so that all staff understand their responsibility for behaving in an inclusive manner and contributing to an inclusive environment and culture
- treating breaches of our equality and diversity policy by our staff as misconduct which could lead to disciplinary proceedings



EQUALITY, DIVERSITY AND INCLUSION MONITORING

We will collect and closely monitor data from our online learning platform 'bud' on both the diversity of our apprentices in addition to staff and apprentice experience. Through this monitoring we aim to continually improve our diversity and inclusion practices, policies and our Inclusion & diversity strategy.

EQUAL OPPORTUNITY POLICY STATEMENTS

Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities and
- challenge discriminatory assumptions about younger and older people.

Disability

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities
- challenge discriminatory assumptions about disabled people and
- seek partner organisations to support the access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation.

Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racists incidents and
- actively promote race equality in Blue Lion Training Academy

Gender

We will:

- challenge discriminatory assumptions about women and men
- take positive action to redress the negative effects of discrimination against women and men
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.



Sexual orientation

We will:

- ensure that we take account of the needs of LGBTQ+ (lesbian, gay, bisexual, questioning and other sexualities not listed) staff and apprentices
- promote positive images of the LGBTQ+ community

Religion or belief

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

Pregnancy or maternity

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity
- challenge discriminatory assumptions about the pregnancy or maternity of our employees and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

Marriage or civil partnership

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees and
- ensure that no individual is disadvantaged and that we take account the needs of our employees' marriage or civil partnership.



WHAT TO DO IF YOU ENCOUNTER DISCRIMINATION

If you believe that you have been the victim of discrimination, you should follow our Complaints and Appeals Policy and procedures.

Every member of Staff has a responsibility to combat discrimination if they encounter it. Staff who observe or are aware of acts that they believe amount to discrimination directed at others are encouraged to report these to the Geeta Dhanjal - Operations Director and DSL.

Any grievance or report raised about discrimination will be kept confidential so far as this is practicable. We may ask you if you wish your complaint(s) to be put to the alleged discriminator if disciplinary action appears to be appropriate.

It sometimes may be necessary to disclose the complaint or take action even if this is not in line with your wishes, but we will seek to protect you from victimisation and, if you wish, we will seek to protect your identity. You should be aware that disciplinary action may be impossible without your co-operation or if you refuse to allow relevant information to be disclosed.

Staff who raise a complaint about or report discrimination in good faith will be protected from retaliation or victimisation. If you act in good faith, the fact that you have raised a complaint or report will not affect your position within Blue Lion Training Academy, even if the complaint is not upheld.

Making a false allegation deliberately and in bad faith is a misconduct offence and will be dealt with in accordance with our disciplinary procedure. Anyone who attempts acts of retaliation or victimisation may be subject to disciplinary action up to and including summary dismissal for gross misconduct.

If you make a complaint, it may be necessary to ask you to stay at home on paid leave while investigations are being conducted and the matter is being dealt with through the appropriate procedure. This may particularly be necessary in cases of alleged harassment.

NON-COMPLIANCE WITH EQUAL OPPORTUNITIES RULES

Any breach of equal opportunities rules or failure to comply with this procedure will be taken very seriously and is likely to result in disciplinary action against the offender, up to and including immediate dismissal.

It should be noted: In some cases, you may be personally liable for your acts of discrimination and that legal action may be taken against you directly by the victim of any discrimination; and it may be a criminal offence intentionally to harass another employee.



ACCESSIBILITY

Apprenticeship Support Tutors ensure that apprentices are fully aware of Blue Lion Training Academy and employers accessibility arrangements and special adjustments to support the learners throughout the programme, which is identified as part of the sign-up procedure. The following image will be shown under the learner plan for the learner if special adjustments are required.



Apprenticeship Support Tutors review these arrangements regularly with the learner, even if the learner has not initially identified a need, as over time, this may change. This is captured through the review process in bud (skills scan or 1-1s). All learners will have the opportunity to review any prior learning that can be used in their programme, this will include formal and informal learning.

The assessor/tutor will 'map' this evidence into their learning and where formal certificates are required for exemptions, in the case of Functional Skills, the assessor/tutor will ensure original certificates are validated

Opportunity – Apprenticeship Support Tutors ensure that the learner is aware of support

Inclusion – Apprenticeship Support Tutors actively promote inclusion by ensuring opportunity and differentiated resources are available. Apprenticeship Support Tutors have the opportunity to raise any issues in formal settings such as standardisation meetings/ 1:1's and they can also contact the apprentices line manager at any time to raise any issues.

Apprenticeship Support Tutors actively encourage learners in reviewing their employers' equality, diversity and inclusion policy and procedure. This provides the learner with confidence to approach the employer with any concerns/issues and provides the learner with skills, knowledge, behaviour and responsibility. This is introduced as part of the learner induction and is embedded into the learner's programme

Tutors actively engage the learners in reviewing their job roles and discuss the industry requirements for training and personal development plans (PDP). Blue Lion Training Academy engages with employers to support and review policies and procedures for engaging apprenticeships. For example, this may be looking at how the employer recruits to meet the skill set required for the business (ONA – Operational Needs Analysis) or how the employer is enabling staff to upskill (TNA – Training Needs Analysis). Apprenticeship Support Tutors should liaise with the directors of Blue Lion Training Academy, should any areas of concerns be raised by email clearly indicating a summary of the issue and any actions taken to date. The Directors will then:

- Liaise with the employer to discuss and resolve
- Provide the employer with an agreed timeframe
- Follow up with employer to review

If the issue is not resolved the learner / employer will be asked to follow our Complaints and Appeals Policy and procedures.



Get in touch!

Visit us online...

www.BlueLionTA.com

Call us...

01332 738625

Email us...

info@BlueLionTA.com

Find us...

Blue Lion Training Academy Limited

19 St. Christopher's Way,

Pride Park,

Derby.

DE24 8JY



BLUE LION
TRAINING ACADEMY