



EQUALITY AND DIVERSITY POLICY

STATEMENT OF INTENT

Port Training Services (PTS) is committed to creating a stimulating and supportive learning and working environment based on mutual respect and trust. We will continue to celebrate and value diversity within the community of staff and students, to promote equality of opportunity and to challenge and strive to eliminate unlawful discrimination. This policy is written in accordance with the requirements of the Equality Act 2010.

This policy is informed by law. However, PTS also seeks to encourage and promote equality of opportunity amongst those groups and individuals within society who experience discrimination and disadvantage on the basis of particular social circumstances and who are not covered by existing legislation.

PTS is committed to the fair treatment of all people, be they staff, learners, customers or visitors, regardless of disability, gender, sexual identity, marital status, family or caring responsibilities, race, colour, ethnic origin, sexual orientation, gender identity, age, national origin, nationality, trade union membership and activity, political or religious beliefs, work or study pattern or contractual status.

PTS acknowledges its duty in promoting equality of opportunity and furthering social inclusion. We recognise the link between equality and high-quality performance and we understand that ensuring equality of opportunity is essential for the successful and innovative development of PTS and its community.

Therefore, PTS are committed to equality and diversity in all activities they carry out; promoting equal treatment of all, mutual respect and understanding towards others; and respecting freedom of thought and its appropriate expression.

This policy applies to and is promoted to all staff, learners, customers and visitors to PTS and representatives from other organisations attending PTS.

PURPOSE

The overall purpose of the policy is to provide:

- a statement of commitment to equality and diversity within PTS that all associated with PTS must uphold.
- the overarching commitments and the framework that will guide the PTS agenda on diversity and equality; and
- an outline of the rights and responsibilities to which all members of the PTS community are expected to adhere.

ROLES AND RESPONSIBILITIES

All staff and learners have rights and responsibilities in relation to the promotion of equality and must ensure that their behaviour and actions do not discriminate against, harass or bully another individual.

Staff who have concerns about any form of discrimination, harassment or bullying are advised to contact a member of the PTS Team, their line manager, the HR Manager or a trade union representative.

Learners who have concerns about any form of discrimination, harassment or bullying are advised to consult the Student Handbook and contact the staff member named in their handbook.

Staff with responsibility for recruiting, teaching, support and welfare of learners and those who manage others have a responsibility to identify, value and respond appropriately to varying needs and perspectives. In addition, all PTS staff are responsible for:

- Promoting equality and diversity through PTS teaching programmes and through relations with learner, staff and the wider community.
- Ensuring they cover the knowledge, skills and values which learners need to tackle discrimination when they meet it and to help them to understand and value diversity; and
- Ensuring that materials used to deliver the curriculum are accessible to a diverse range of students and adjusted to meet specific needs, and that they are free from sexist,

racist and other discriminatory assumptions, images and languages, unless they are being studied as examples of such.

- Promote and engage learners in the aims and objectives of the policy.

COMMITMENTS

In order to translate the above policy into action, PTS will:

- Communicate its commitment to equality and diversity to all members and prospective members of Port Training Services community, promote equality of opportunity and inform all staff and students of their rights and responsibilities in maintaining and promoting equality during staff and learner inductions, meetings and training courses.
- Consider the policy aims and objectives when recruiting, delivering apprenticeship / vocational training and working with employers and apprentices / learners.
- Provide and promote a development programme for PTS staff, in order to equip them to welcome diversity and respect the rights and contributions of others.
- Communicate and consult with interested groups and individuals (both internal and external to PTS).
- Monitor, review and impact assess PTS policies and activities and set objectives for progress and development.
- Ensure that its commitment to equality of opportunity and diversity is made explicit in contracts and partnerships with outside organisations.
- Ensure that an appropriate infrastructure and sufficient resources are made available to support and implement equality and diversity policies, schemes, plans and procedures.
- Ensure that learners and staff know where to access information and support regarding equality, diversity, harassment and bullying issues.

The Equality and Diversity policy and procedure does not discriminate, either directly or indirectly, on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religious beliefs, age, union membership, disability, offending background or any other personal characteristic.

It is our policy to promote equal opportunities throughout all aspects of our organisation and to ensure that all persons connected with PTS are not unfairly treated because of their 'Age, Pregnancy and Maternity, Sex, Disability, Marriage and Civil Partnerships, Race, Religion or Belief, Gender Reassignment and Sexual Orientation'.

The policy and the principles will be promoted throughout PTS through Induction. Training will be given to staff, learners and contractors. Additionally, the information of our practise will be distributed to employers and anyone connected with PTS.