

# EQUALITY, DIVERSITY AND INCLUSION POLICY

## Equality and Diversity

AS Training Services Limited aims to ensure that all actual or potential learners have their individual needs met regardless of age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender/gender reassignment, sexual orientation, political activity, unrelated criminal convictions or other relevant criteria.

- The elimination of discrimination, and
- The promotion of equality of opportunity, diversity and inclusivity.

## Equal Opportunities

Equal Opportunities means protecting the rights of people to be treated fairly based on merit, not favouritism. Equal Opportunities covers all kinds of discrimination, it protects people from unfair treatment because of race, colour, national or ethnic origin, sex, marital status, pregnancy, physical or mental impairment. We refer to the GRADES acronym for all employees and learners.

## The Law on Equal Opportunities

Equal Opportunities covers all kinds of discrimination, it protects people from unfair treatment because of:

- Eliminate discrimination in the workplace and for those seeking work.
- Eliminate harassment of any kind.
- Establish positive action programmes aimed at ending discrimination and creating equal opportunities for all.
- Promote positive relations among all people.

## Bullying at Work

Bullying takes many forms, and if it happens to you it can make work one of the most unpleasant and worrying and fearful experience there is. Bullying at work is when a person is being treated in a demeaning and unacceptable way. This can include offensive, intimidating, malicious or insulting behaviour, or misusing power to undermine, humiliate or harm

It can happen to one person or a group, be obvious or subtle, be face to face, in writing, via email or over the phone.

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**Examples of workplace bullying include:**

- Insults.
- Spreading malicious rumours.
- Ridiculing or demeaning someone.
- Exclusion or victimisation.
- Overbearing supervision and other misuse of power or position.
- Deliberately undermining people and blocking promotion or training opportunities.

**What should you do if you feel someone is bullying you?**

- Employers **MUST** prevent bullying, so tell someone in your company.
- Speak to your assessor about the situation who can offer support and advice.
- Keep a diary with dates, times, witnesses, your feelings etc.
- Keep copies of anything that shows evidence of bullying.
- Tell that person, either personally, in writing or through a trusted third party, to stop and tell them how they're making you feel.
- If you make a formal complaint, follow your employer's procedure.

**Harassment**

Personal harassment is defined as any behaviour which is unacceptable to the recipient, and which creates an intimidating, hostile or offensive environment for employment, study or social life. Although harassment is often thought of as a blatant use of power, it can also appear in more subtle guises. The following points are important. Anyone can suffer from harassment.

An action or statement does not have to be repeated over a long period of time to be defined as harassment. Although harassment is often thought of as a blatant use of power, it can also appear in more single statement or action may still be harassment.

Even behaviour which is not meant to cause offence or distress may do so. It is the impact of the words or action, not the underlying intent which is important. Health, physical characteristics, personal beliefs and numerous other factors may lead to harassment.

Harassment can occur between people of the opposite sex or between people of the same sex. Differences of culture, language and attitude, or misinterpretation of social signals may mean that what is seen as offensive behaviour or language by one person may not seem so to another.

Examples include gibes relating to personal traits, appearance, also invasion of privacy or practical jokes which cause offence; or bullying, where someone asserts a position of superiority in an aggressive, abusive or offensive manner, threats of failure or public sarcasm.

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## **What you can do if you feel you are suffering from harassment**

Tell someone in your company. Keep a diary with dates, times, witnesses, your feelings etc. Keep copies of any evidence that shows you are being subjected to harassment. If you make a formal complaint, follow your employer's procedures.

## **Training**

All employees undertake specific E&D training upon beginning employment with a certificate obtained for successful completion, this is revised every twelve months to ensure that any changes to legislation or company policy is communicated and training given to support their development.

## **Recruitment and Selection**

AS Training Services Limited recruitment and selection process aims to select the most suitable person for the job in respect of experience and qualifications without making assumptions or pre-judgements about the suitability of a candidate based on one of the protected characteristics.

Recruitment publicity will positively encourage applications from suitably qualified, experienced people and will avoid any stereotyping of roles. All vacancies will be advertised in a wide variety of ways to ensure that a fair cross section of potential applicants have access to the advertisement.

Questions on the application form will be relevant and non-discriminatory. At interview, no questions will be asked or assumptions made about a candidate's personal, health and domestic circumstances or plans. Where the requirements of the job affect the candidate's personal life (e.g. unsocial hours or travel) this will be discussed objectively. There are limited exceptions when questions about an applicant's health may be asked at interview.

If selection tests are used to ensure that applicants have the skills and aptitude required for the job, all such tests will be valid and reliable and free from any discrimination based on the protected characteristics.

Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job.

Our selection procedures will be reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

In accordance with recommended practice the composition of our people and applicants for jobs will be monitored for its diversity on an anonymous basis at all levels. This will include all protected characteristics, where known.

As far as practicable, action will be taken to ensure that the workforce forms a balanced reflection of the various groups within the local community.

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### **Review of the policy**

The policy will be reviewed by the Managing Director on an ongoing basis to reflect changes in the law, demographics, and internal business requirements.

People are invited to comment on this policy and suggest ways in which it might be improved by contacting the Management team. This policy does not form part of any employee's contract of employment and may be amended at any time.

Any queries about this policy should be directed to the AS Training Services Management team.

Next review date: -

**November 2022**