

Equality, Diversity & Dignity Summary Statement

Ensuring Fair and Respectful Treatment • Valuing Diversity Removing Barriers to Equality of Opportunity

Fareport is committed to actively promoting equality and fairness throughout all its activities as an employer, a provider of services and its engagement with the community. Fareport fully supports the concept of widening participation and are committed to providing learning opportunities for all. We want everyone in society to have the opportunity to attain the necessary skills required to become effective members of the workforce and to fully meet their potential.

Fareport is committed to providing equality of opportunity and tackling discrimination, harassment, intimidation and disadvantage. We are also committed to achieving the highest standards in service delivery, decision-making, and employment practice.

Equality of opportunity for all sections of the community and workforce is an integral part of this commitment. Fareport will not tolerate the less favourable treatment of anyone on the grounds of their Protected Characteristic as defined within the Equality Act 2010. In driving forward our policy, we will: -

- Seek to ensure that our own workforce reflects the diverse communities we serve and that every employee is treated fairly and with respect.
- Take action to challenge discrimination and inequality when delivering services, when employing others to deliver services on our behalf and when providing funding to subcontractors to provide services.
- Fulfil our obligations by adopting legal, national, and local guidelines that seek to ensure equality of opportunity, eradicate discrimination, and promote good relations between all the communities we work alongside.
- Evaluate the impact of our policies, services, and functions on communities via an Equality Impact Assessment (EIA) and make changes to them where they impact unfairly or adversely on any group(s).
- Continue to make equality part of our everyday working practice and train our employees to carry out this policy.
- Measure and review our progress in relation to employment, service delivery and the carrying out of our functions via our annual self-assessment report, and business wider development plans.
- Review and make any improvements to our working practices, our buildings and our publicly available information so that Fareport and its services are accessible to all.

- Work with stakeholders to stamp out harassment and intimidation.
- Use our influence and purchasing power to help make equality a reality for all by working towards the elimination of prejudice, discrimination and disadvantage.
- When the opportunity presents, to consult with people from our local communities to help shape the services we deliver.
- Consider the needs and accessibility of our stakeholders in the methods we use for communicating with learners, employees, customers, and other service providers.

Fareport have a range of policies and procedures that support our promotion of Equality and Diversity including:

- Recruitment and Selection Policy (Ref: 8)
- Safeguarding, Prevent and Child Protection Policy (Ref: 17)
- Recognition of Prior Learning Policy (Ref: 19)
- Stakeholder Engagement & Involvement Policy (Ref: 56)
- Additional Learning Support Policy (Ref: 24)
- Appeals Policy and Procedure (Ref: 4)

If as a member of staff, learner, employer, member of the public, subcontractor, or any other stakeholder you wish to seek clarification, explanation or communicate with Fareport regarding Equality, Diversity or Dignity, you can do so by writing to:

Fareport Training Organisation, Chief Executive, 28a Westfield House, Lower Bath Lane, Fareham, Hampshire, PO16 0DH

Signed:



Natalie Cahill, Chief Executive

Reviewed annually.

Reviewed: May 24

Equality, Diversity & Dignity Policy

Our Vision

Fareport Training Organisation Limited (Fareport) is committed to the elimination of discrimination and the promotion of equality of opportunity, respect and fairness in its provision of employment, education and training, goods, services and facilities.

As an employer and provider of learning and educational services, we are committed to ensuring that everyone can participate fully, free from the fear of harassment, bullying, intimidation, discrimination or disadvantage.

Our ultimate goal is for our communities to be prosperous and vibrant; where we value learning, creativity, and enterprise; where the diversity of our people is celebrated and that are opportunities for all to prosper.

By adopting and implementing this **Equality, Diversity & Dignity Policy**, we accept our responsibility for addressing and tackling the imbalances caused by disadvantage and discrimination, so that we can make sure all communities have opportunities to access our services, be involved in what we do and be part of our workforce.

Aims

At Fareport we believe our responsibility for equality, diversity and dignity is wider than those areas currently covered by legislation. We are committed to achieving fairness for all by removing any form of discrimination, harassment or intimidation on any ground within the Equality Act's 'Protected Characteristics' (below), as well as the anything that may hamper a dignified working environment, i.e. lack of motivation, dignity or respect.



Fareport will do this by:

- Meeting our responsibilities for equality and diversity within relevant legislation, codes of practice and in implementing our own policies, procedures, processes and strategies.
- The Director of Operations will be responsible for bringing one aspect of this policy to quarterly Operational Board meetings to ensure we are being proactive in evaluating and keeping equality, diversity and dignity as a focal point.
- Making equality a mainstream part of our work. This means making sure that working towards equality of opportunity is not additional or marginal to our activities, but central to the efficiency and development of the organisation and its Centres, as an employer and as a provider of education and training.
- Providing equitable working practices throughout Fareport, for example, ensuring a fair allocation of workloads and responsibilities, providing an equal opportunity for staff to receive training and development, and by modelling consistent professional behaviour.
- Encouraging all staff in their career development through a range of internally provided qualifications, as well as affording all staff with an equal chance to apply and be selected for internal posts and vacancies.
- Challenging and tackling all forms of harassment, bullying, intimidation, and discrimination amongst our staff, learners and other stakeholders.
- Taking positive action to actively address any imbalances that are identified through our data monitoring activities.
- Ensuring all staff understand that they are responsible for the implementation of this policy across the company and when visiting our employer sites.
- Embedding our Equality, Diversity and Dignity Policy within all subcontractors during quality and performance monitoring.
- Ensuring that Fareport maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults with whom the organisation work brings it into contact.
- Making copies of this policy available, upon request, in Braille, large print, audio or in electronic format.
- Striving to improve the diversity of our workforce so that it truly reflects our local community's demographic profile.
- Working with local communities to tackle disadvantage and discrimination, when opportunities present, or we become aware of localised issues.

- As part of the learner application and processes, we will collect information on diversity, requests for special considerations, access arrangements and feedback from learners, centres and other stakeholders.
- Opposing and avoiding all forms of unlawful discrimination. This includes:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Responsibility

Ultimate responsibility for this policy sits with Fareport's Operational Board, although the Operational Management Team (OMT) are responsible for ensuring that systems are in place to put this policy into practice on a day-to-day basis. Equality, Diversity, Health & Safety and Safeguarding are regularly reviewed in various meetings, including:

- Fareport Advisory Board (FAB) Meetings
- Operational Board Meetings
- OMT Meetings
- Curriculum Review Group Meetings
- Staff Training

Each staff representative will be responsible for ensuring that the area of the business they represent carries out the work necessary to adopt and implement this policy. The OMT have responsibility for leading their teams, monitoring the implementation process including ownership and updating of action and cyclical improvement plans, and will: -

- Take appropriate action to make equality a reality for staff, learners, stakeholders and the wider community.
- Make sure that all staff know about this policy and through regular all-staff training days and understand how they can personally comply with and support Fareport's aims. All staff will have access to the policy at recruitment, on induction and via an all-staff accessible location on SharePoint.
- All aspects of this policy, including the responsibilities noted above, will be monitored and regularly reviewed at Operational Board Meetings.

- **Promoting Commitment to the Policy**

Awareness of this policy is done through:

- Staff training
- Team meetings
- Performance Management Reviews
- Annual appraisal processes
- Newsletters and Bulletins
- Staff Email Footers

Recruitment & Employment Practices

Fareport aims to develop a workforce that reflects the diverse population of the local community, by taking steps to encourage people from groups currently under-represented in our workforce to obtain employment. This includes measuring data on an annual basis in relation to recruitment and retention of staff.

Fareport will demonstrate understanding of equality and diversity in all aspects of recruitment and employment, including within advertising, recruitment and selection, terms and conditions of employment, training, and development and reasons for ending employment by: -

- Asking only for the skills and qualities specifically needed to do the job;
- Including in all jobs a requirement to implement equality and diversity, with all job applicants being assessed against this requirement;
- Advertising jobs using methods that reach all communities, to allow all groups who are currently under-represented in the workforce to be targeted;
- Valuing transferable skills gained through non-traditional or informal work such as voluntary work and caring responsibilities;
- Making sure that all job applicants, whether existing employees or people not currently working for Fareport, demonstrate that they are qualified, motivated and competent to do the job;
- Recognising and supporting the potential of all employees by offering opportunities for training and personal development.
- Fareport has a duty to comply with the Safeguarding Vulnerable Groups Act 2006 and will ensure that any member of staff or any learner who participates in regulated activity will be checked under the Disclosure and Barring Service (DBS). Fareport will also comply with its ongoing duty to refer relevant information about individuals direct to DBS or any other appropriate agency.

Fareport encourage applications from disabled people and comply with the requirements of the DWP “**Disability Confident**” symbol. We aim to specifically address disability issues by:

- Ensuring that any vacancy posted online and is available in alternative formats, for example, in large print or printed on different coloured paper if requested
- Interviewing all applicants declaring a disability, at the short-listing stage, providing that they meet the requirements of the job via the Job Specification;
- Making ‘reasonable adjustments’ to ensure applicants can attend an interview with Fareport, providing they meet the requirements stated above;
- Making ‘reasonable adjustments’ if an employee becomes disabled to assist them in retaining their employment status with Fareport;
- Taking action to ensure that all employees are trained to be able to implement our commitments to disabled people;
- On an annual basis, we will review our commitments and achievements to inform employees and the wider community about progress and future plans.

Fareport will keep records of applicants and employee’s relating to the Protected Characteristics as defined within the Equality Act 2010 and any subsequent legislation, so as to measure the success of the Company’s intention. This will entail the collection of data via an annual staff survey (anonymous).

Fareport will ensure that wherever possible the working environment is supportive and non-threatening by not tolerating any acts of discrimination or harassment. Our standards of behaviour, which includes a code of conduct for all our employees is included within the **Staff Handbook & Associated Procedures (Ref. 23)**.

Fareport will monitor all cases of disciplinary and grievance and take appropriate action to ensure that these do not disproportionately affect or reflect any specific group.

Fareport will ensure that all managers discuss this policy and any relevant action plans with their teams, including how they can contribute to achieving our equality and diversity aims and objectives. Line managers will deal with any breaches of the policy and failure to carry out relevant action plans. Failure to tackle issues of discrimination or harassment may result in line managers being held liable for such action.

Recruiting Ex-Offenders

Fareport will make every effort to avoid unfair discrimination based on unrelated criminal convictions. Where there is doubt as to whether the previous conviction(s) are relevant or not, it is a matter of exercising judgement based on the facts of the offence (e.g. seriousness, whether work-related, how long ago, evidence of re-offending) and the nature of the employment opportunity including any interaction with learners and/or colleagues.

Certain occupations or vacancies may demand checks to be made with the Disclosure & Barring Service. Applicants will be informed of these prior to the check being made. Fareport will ensure confidentiality for the individual concerned and that any information given or sought will only be made known to those who need to know.

Providing our Services

Fareport will: -

- Provide our services in line with the core values, priorities, and principles identified in our Strategic Plan.
- Deliver services throughout the communities we serve to people who need them, without discriminating against, stigmatising or patronising people. Every learner, customer, employer, or representative from a funding body or statutory authority will be treated in a professional manner with courtesy and respect.
- Seek to improve access to our services, our buildings and the information provided to our stakeholders (both electronically and in person).
- Ensure that our services meet the needs of our diverse communities by involving communities in identifying their needs and by seeking to meet these.
- Seek to ensure that organisations we buy services from or provide services to; operate similar policies and practices on equality and diversity.
- Encourage local businesses to employ and provide training opportunities to under-represented groups of people as identified within the Equality Act 2010.
- Cease working with any business or organisation where we believe they have failed to comply with our values in relation to equality and diversity.

Promotion, Advertising and Newsletters

Fareport will: -

- Ensure that its advertising material is free from any discriminatory statements or information.
- Ensure that all staff, employers, and learners are aware of their obligations in respect of non-use and/or removal of inappropriate images, which create an intimidating, hostile or humiliating working environment; this includes displays

of pornography, Internet downloading of offensive material at work or vocational training work placements.

- Make every effort to carry out its advertising in such a way as to encourage applications from all sections of the community. This will include, where appropriate, advertising in specialist press/community sectors to ensure that all groups have an equal chance of seeing the advert.
- Develop a marketing strategy to meet the diverse needs of the community it serves; this will incorporate learner advertising and employee recruitment.
- Will ensure that learners, staff and other users of its Internet/intranet facilities are kept 'safe' as defined within the guidelines of Child Exploitation and On-Line Protection Service (CEOP)

Working with Others

Fareport will: -

- Promote equality, diversity and inclusion within partnership working and in our dealings with the media;
- Work with other public, private, voluntary and community groups to ensure that equality and diversity policies and plans similar to our own are adopted and implemented more widely;
- Share information, experiences and examples of good practice on equality through links with other organisations;
- Where appropriate, work with other organisations to develop plans jointly that promote equality of opportunity and to tackle discrimination and disadvantage;
- Keep up-to-date with local communities in order to influence our work and positively progress our equality of opportunity.
- Where possible, target resources at communities facing disadvantage and discrimination to help them to become fully involved in the social, cultural and economic life of the community.
- Work closely with partner and subcontractor organisations.

What Action we will Take when Something goes Wrong

Fareport is committed to complying with all current and relevant legislation and, which at the time of writing includes, but is not limited to the Equality Act 2010 (and subsequent amendments) and the related Public Sector Equality Duty. We will ensure that every support and assistance is provided to employees, learners, learning centres and Subcontractors who consider they have been a victim of discrimination, prejudice, or harassment. Fareport will: -

- Provide access to an external, free and independently run e-helpline to assist in the provision of information, support and guidance with regards to all matters concerning equality and diversity, and employment issues helpline@vflexible-hr.com
- Ensure that all reported claims of discrimination or harassment are investigated by the Chief Executive in consultation with Fareport's external Equality & Diversity Consultant.
- Ensure that all proven acts of unlawful discrimination, harassment, bullying, intimidation, or victimisation by employees will be treated as disciplinary offences and action applied appropriately under the Disciplinary Policy.
- Ensure that all employees are advised of grievance procedures and their rights under the law at induction and periodically throughout their employment.
- Ensure those Employers or Subcontractors or anyone working for, or on behalf of the Fareport are advised of how to make a complaint and of their rights under the law at the commencement of their contract, learning agreement, or other contractual agreement.

Effectiveness of this Policy

To ensure the continued relevance and effectiveness of this Policy, both the content and implementation will be reviewed annually or when legislation dictates by Fareport Operational Board who will produce recommendations for approval by the Chief Executive and Chairman.

Signed:



Natalie Cahill, Chief Executive

Reviewed annually.

Reviewed: May 24

APPENDIX 1

Additional Guidance on Equality, Diversity and Dignity

This document is prepared as a guide to assist staff in understanding what is meant by the term's equality, diversity and dignity in specific detail. It is hoped that this Appendix will give all concerned a greater understanding of equal opportunities and encourage everyone to participate actively in implementing and monitoring the success or otherwise of Fareport's Equality & Diversity Policy.

What is Equality?

Equality is about ensuring that everyone has an **equal opportunity** to make the most of their lives and talents, and the belief that no one should have a poorer experience because of, for example, where they were born, what they believe or whether they have a disability. Equal opportunity is **not** about treating everyone in the same way, nor is it about giving someone an unfair advantage or unjustified preferential treatment at the expense of others. Equal opportunities are about treating everyone **fairly** and ensuring that they have **equal** access to services, benefits and employment. **It's about meeting individual needs.**

What are Diversity and Inclusion?

Diversity and inclusion are about acceptance and respect – it is about recognising that each individual is unique and has certain qualities that make them different, i.e. not only in terms of age, gender, ethnicity but also in education, interests, cultures, morals, religion or personality. Inclusion literally means a 'sense of belonging' – it is the organisational effort and practices in which groups or individuals are culturally and socially accepted, welcomed, respected and equally treated.

What is Dignity?

Dignity is about treating others with respect – it is a unifying value whereby people hold common courtesy values on how to treat others, for example, the right not to be discriminated against, verbally abused, insulted, bullied, behave in a threatening or intimidating manner. Fareport does not allow the following unacceptable conduct:

- Verbal abuse or insulting behaviour
- Sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
- The display or circulation of sexually suggestive or racially abusive material
- Bullying, coercive or threatening behaviour
- The ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex, sexual orientation or on the grounds of disability
- Unwelcome sexual advances including touching, staring or commenting
- Comments of a sexual nature about a person's appearance or dress
- Pushing, shoving, spitting, pinching and beating

- Mocking, insulting, name-calling, comments that make you feel uncomfortable, telling malicious lies and spreading rumours
- Secretly damaging possessions, making someone an object of fun or shame and spreading malicious rumours

How are equal opportunities covered legally?

The following is a brief description of the main legislation relating to equal opportunity:

- **Equality Act 2010:** Harmonised previous equality legislation, much of what was defined as 'new' was already being carried out by Fareport. This brought together over 116 separate pieces of legislation.

The nine main pieces of legislation that were merged are:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Employment Equality (Religion or Belief) Regulations 2003
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Age) Regulations 2006
- the Equality Act 2006, Part 2
- the Equality Act (Sexual Orientation) Regulations 2007

Enshrined within the Equality Act is provision not to discriminate or treat unfairly under the grounds of Race & Ethnicity, Disability, Gender, Religion, Sexual Orientation, or Age.

- **The Protection from Harassment Act 1997** – protecting persons from harassment and bullying. Harassment cases can also be brought under the Sex Discrimination Act. Please see handbook for Fareport's Protection Against Harassment Policy.
- **Police Act 1997** – this Act established the Criminal Records Bureau for employers to seek disclosure of any criminal or social records and convictions of potential employees, this has now been replaced with the Disclosure and Barring Service (DBS). As with the previous system of police checks, the main aim of the new arrangements is to enable employers to obtain information about those who will be working with young people or with people of all ages who may be vulnerable for other reasons. Fareport will ensure that learning centres visited by vulnerable people will seek the necessary disclosure for all liable staff.
- **Public Interest Disclosure Act 1998** (also known as Whistle Blowing) – to protect individuals who make certain disclosures of information in the public interest, for example that a person has failed to comply with any legal obligation to which they are subject, and to allow such individuals to bring action in respect of victimisation. Please see [Staff Handbook and Associated Procedures](#) for Fareport's Whistle Blowing Procedure.

- **Human Rights Act 1998** – significant legislation adopted by the UK in 1998. The Act endeavours to protect an individual's right to freedom, security and choice.
- **The Working Time Regulations 1998** – aims to limit working hours that people can work, ensures that paid holiday leave is available to all workers and aimed to introduce 'rest' breaks and shift lengths.
- **Civil Partnership Act 2004** - Same sex couples who register as civil partners have equal treatment with married couples in a wide range of matters including employment and vocational training.

Further Information

Equality and Human Rights Commission

www.equalityhumanrights.com

Human Rights News, Views & Info

<https://eachother.org.uk/>

Fareport Training's Help & Support

www.fareport.co.uk/help-support/