

## 1. Scope

Equal opportunity initiatives typically take place because the law has compelled organisations to create a 'level playing field' in the workplace. They aim to ensure that individuals, irrespective of their race, sex or disability can have equal access to employment opportunities and the services that different organisations provide. The law plays an important part in ensuring that the rules are fairly applied.

Diversity recognises that each of us are different and unique, consequently, it makes sense that treating everyone the same is not necessarily going to work. Different people will have aspirations, expectations, opportunities, responsibilities and needs. Therefore, treating people fairly means recognising their differences, respecting them and acting accordingly. In short, diversity is about valuing differences.

PQMS Training values diversity and equal opportunities and its policy reflect that no person with whom PQMS Training has any direct involvement shall be discriminated against either directly or indirectly on the grounds of his/her:

- Ethnicity
- National origin/nationality
- Gender reassignment
- Sexual orientation
- Employment status
- Material status
- Political affiliation
- Criminal record (unless the nature of the offence makes the individual unsuitable for a particular post)
- Age
- Social class
- Disability
- Pregnancy and maternity
- Role as a parent/guardian/carer
- Religion/beliefs
- Trade union membership/non-membership

PQMS Training understands the diverse nature of individuals by:

- Appreciating the needs of individuals
- Meeting the needs of customers and stakeholders
- Ensuring information and learning opportunities are available to everyone
- Ensuring individuals are not prejudiced
- Insensitivity to difference – ensure individuals are not ignored and will be included
- Over generalisation – efforts are made to obtain individual information
- Assumed homogeneity – differences of individuals are acknowledged
- Overt double standards – provide the same treatment
- Under representation or exclusion – include individuals whenever relevant
- Stereotyping – avoid stereotyping individuals

## 2. Responsibilities

PQMS Training has overall responsibility for ensuring the policy is implemented and for monitoring its effectiveness. It is individual's responsibility to:

- Ensure the policy is implemented
- Inform PQMS Training if they become aware of any discrimination practices
- Help to create a working environment in which all individuals are valued and respected.

Persons not employed by PQMS Training but who are engaged to carry out work for PQMS Training are required to adhere the terms of this policy.

### 3. Commitment

PQMS Training is committed to upholding and promoting equality of opportunity through all aspects of its work and will treat all people with dignity and respect, valuing the diversity of all. It will eliminate all forms of discrimination and will tackle social exclusion, inequality, discrimination and disadvantage.

PQMS Training goal is to work towards a just society free from discrimination, harassment and prejudice and to embed this in all its policies, procedures, day-to-day practices and external relationships.

PQMS Training is committed to taking positive steps to ensure that:

- All people are treated with dignity and respect, valuing the diversity of all
- Equality of opportunity and diversity is promoted
- Recognising and valuing the differences and individual contributions
- Services are accessible, appropriate and delivered fairly to all
- The mix of its employees, instructors and contractors reflects, as far as possible, the broad mix of the population
- Individuals are made aware, understand, agree and are willing to implement this policy
- All individuals will be given a copy of this policy as part of their induction
- Raise awareness of equality and diversity through information and training
- Effective record keeping and monitoring, and acting on information gathered, in order to measure effectiveness
- Challenging discrimination
- Providing fair resource allocation
- To review the policy annually.

### Qualifications

- Every learner is assessed according to his or her personal capability prior to any qualification/assessment
- Qualification opportunities in diverse geographical locations is offered
- Qualifications are offered to learners who are able to achieve the required standards and free from unnecessary barriers that restrict access and progression
- Content and language of all written information including training and assessment materials are non-discriminatory and free from social and racial bias or stereotypical wording
- Promotional materials are monitored for the use of potentially discriminatory language and bias and make use of images that are representative of society
- Appeals policy is published and made available to individuals and service users
- Reasonable adjustments policy is published and made available to ensure that this is achieving its objective of providing all learners with equal access to fair training /qualifications/ assessment
- Monitoring of data on ethnicity, gender, age, and disability in relation to learners
- Learners with a protected characteristic, when they are undertaking one of our qualifications/assessment, are neither advantaged nor disadvantaged in comparison to learners who do not share that characteristic.

## 4. Objectives

PQMS Training objectives are:

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and customers
- Working together with the community to provide accessible and relevant service provision that responds to service users' needs
- Ensuring employees, instructors and contractors are representative of the community served and the employment policies are fair and robust
- Responding to individual needs and encouraging their development to increase their contribution to effective service delivery
- Monitoring of services, publicity and events provided by PQMS Training to ensure that they are accessible to all sections of the population and do not discriminate and take active steps to ensure that participation is representative.

## 5. Common areas where discrimination can occur

Everyone has a responsibility to respect the feelings and sensibilities of others and to behave in a way that does not cause offence. Respect for all people is at the heart of PQMS Training strategy and will take all reasonable steps to avoid discrimination against;

- **Direct discrimination:** When an individual is treated less favorably than you treat (or would treat) another individual because of a protected characteristic.
- **Discrimination by association:** When an individual is treated less favorably because of their association with another person who has a protected characteristic.
- **Perceptive discrimination:** Where an individual is directly discriminated against an individual because others think they possess a particular protected characteristic.
- **Indirect discrimination:** When a certain criteria or practice is applied in the same way for all individuals but has the effect of putting others sharing a protected characteristic at a particular disadvantage.
- **Age** – treating someone unfairly because they are seen as being too old or too young
- **Disability** – treating someone unfairly because they have a disability such as sensory or mobility impairment, a form of disfigurement, or a learning or mental health problem
- **Gender reassignment** – treating someone unfairly because they are proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex
- **Marriage or civil partnership** - treating someone unfairly because the person is married or is a civil partner
- **Race, religion or belief** – treating someone unfairly because of where they or their family, originate from or because of their faith, culture or skin colour, or failing to respect their religious or philosophical beliefs

- **Pregnancy and maternity** - treating someone unfavourably because of a pregnancy or given birth or breast feeding
- **Sex** - treating someone unfairly because of their sex - a man or a woman
- **Sexual orientation and transsexuality** – treating someone unfairly because they are a gay man, a lesbian, bisexual or transgendered or of another sex

### 6. Reasonable adjustments

It is the responsibility of PQMS Training and its assessors to identify learners who are having difficulty or are likely to have difficulty in undertaking training or assessment activities. It is important that the learner is involved in all discussions to set any reasonable adjustments.

We will endeavor to accommodate the needs of learners with a particular requirement, according to individual circumstances, ensuring such learners are not disadvantaged in relation to other learners and that certificates accurately reflect learner attainment.

We will give every consideration to reasonable adjustment requests and will consult with all parties. Please refer to the Reasonable Adjustment Policy which outlines reasonable adjustments for learners.

### 7. Legal responsibility

Discrimination is a key concept of the legislation and direct and indirect discrimination are defined and recognised by the Equality Act. PQMS Training has a clear duty to ensure that the provisions of relevant legislation and codes of practice are followed. We are committed to ensuring, through policies and procedures the promotion of equality and diversity and the prevention of discrimination. We will fulfil our legal and moral obligations as an employer and during our training activities.

Signed: \_\_\_\_\_

**Liam Minehane**  
(CEO)

### 8. Internal Equality and Diversity Monitoring

Data covers full and part-time staff				
Male Staff	Senior Managers	Middle Managers and Supervisors	Technical	Total
White				
Mixed				
Asian/Asian British				
Black/Black British				
Other				
Not Known				
<b>Totals</b>				
Female Staff				
White				
Mixed				
Asian/Asian British				
Black/Black British				
Other				
Not Known				
<b>Totals</b>				
Disabled				
Note: Disabled is any member of staff declaring a disability under the terms of the Disability Discrimination Act 1995.				
Up to 24				
25 - 44 years				
45 - 64 years				
Over 65 years				