

Date: May 2017 **Review Date:** 3 years, or sooner if substantial change in legislation occurs.

Directors: Karen Smith and Ali Anwar

Policy Statement

The following statement has been approved by the Directors of The CADcentre.

“The CADcentre confirms its commitment to a comprehensive policy of equality and diversity in which individuals are selected, trained, appraised and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the company”.

The CADcentre is committed to creating a harmonious working environment, which is free from harassment and bullying and in which everyone is treated with respect and dignity.

This policy has been written to ensure members of staff, learners, partners, visitors and customers are aware of the duties placed upon the CADcentre by Equality legislation and regulations. It is a comprehensive policy to explain the background, law, and our intentions together with our commitment to equality and diversity.

This policy applies to all current and potential employees, learners and visitors to the CADcentre. The CADcentre makes it a condition that employees and learners must follow this policy and any breach may be dealt with under Staff or Learner Disciplinary Procedures as appropriate.

This policy covers the nine protected characteristics of The Equality Act 2010.

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

Discrimination

The law requires that no employee / learner will receive less favourable treatment because of a protected characteristic, they have or are thought to have, or because they associate with someone who has a protected characteristic. The CADcentre is committed to a programme of action to ensure that the policy is fully effective.

Any learner or employee who feels they have been discriminated against, and have a grievance should write to either of the Directors, who will try and resolve the situation. The names and address of the Directors are Mr A Anwar, Managing Director, or Mrs K Smith, Director. Letters can be addressed to Head Office at the address at the bottom of this policy.

Age

People of all ages should benefit from training and employment and we are committed to the provision of a variety of strategies and practices that cater for all ages and take into account individual circumstances and needs

Disability

The CADcentre is committed to promoting access to people with disabilities. A further commitment is to work towards supporting and enabling learners and staff with physical disabilities, sensory impairments, learning difficulties, special needs and medical conditions which may have an impact on day to day activities.

Gender Reassignment

The CADcentre is committed to upholding equal rights of transgendered people and will support an employee/learner who intends to, is undergoing or has undergone gender re-assignment

Marriage and Civil Partnership

The CADcentre is committed to upholding equal rights for learners/employees who are married or in a civil partnership.

Pregnancy and Maternity

The CADcentre is committed to ensuring that female staff/learners are protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy.

Race

The CADcentre values cultural diversity and aims to recognise and counter racism and cultural stereotyping in all its forms. We encourage an ethos of understanding and respect for all cultures.

Religion or Belief

The CADcentre respects the right of individuals to hold their own religious, political and philosophical beliefs. Individuals are expected to respect the views and beliefs of others. The expression of intolerant beliefs and opinions that infringe the rights of others is not acceptable.

Sex

The CADcentre is committed to ensuring that both female and male employees and learners are given equal access and opportunities. Appropriate non-sexist language is used and stereotypical views are challenged.

Sexual Orientation

The CADcentre is committed to welcoming individuals of all sexual orientations, both employees and learners. The CADcentre will respond sensitively and supportively whenever individuals raise the issue of their sexuality. The CADcentre will promote a safe and positive environment where lesbian, gay, bisexual, heterosexual and transgendered individuals feel able to choose whether or not to be open about their sexuality and know that their choice will be respected.

Convictions

The CADcentre complies with The Rehabilitation of Offenders Act 1974 in respect of employment and learner admissions and seeks to ensure that, where appropriate, unrelated criminal convictions do not interfere with the employees/learners time at the CADcentre. When employing staff the CADcentre will endeavour not to discriminate. However, some convictions will be relevant when making appointments, and staff will be required to undergo an enhanced DBS check.

Bullying

Workplace bullying is repeated inappropriate, offensive behaviour, which is often an abuse of power or position. It can be direct or indirect, either verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work/training, which could reasonably be regarded as undermining the individual's right to dignity at work/training.

The following examples may constitute bullying:

- Threats, abuse, teasing, gossip and practical jokes
- Humiliation and ridicule either in private, at meetings, in front of others
- Name calling, insults, devaluing with reference to age, physical appearance

It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it.

Harassment

The CADcentre is committed to a working and learning environment that is free of unlawful discrimination. Any incidents of harassment will be regarded extremely seriously and can be grounds for disciplinary action, which may include dismissal.

All employees of the CADcentre are responsible for helping to ensure that individuals do not suffer any form of harassment, and that they are supported in any legitimate complaint.

Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”.

Relevant Legislation & Related CADcentre Policies

This policy is implemented in the context of the following legislation:

Equal Pay Act 1970	Health & Safety at Work Act 1974
The Rehabilitation of Offenders Act 1974	Sex discrimination Act 1976
Race Relations Act 1976	Race Relations (Amendment) Act 2000
Disability Discrimination Act 1995 and 2005	Employment Rights Act 1996
Protection of Harassment Act 1997	Human Rights Act 1998
Special Educational Needs and Disability Act 2001	Employment Act 2002
Sexual Orientation (employment regulations) 2003	Religious Belief (employment regulations) 2003
Gender Recognition Act 2004	The Children’s Act 1989 and 2004
Age discrimination (employment regulations) 2006	Gender Equality Duty 2007
The Equality Act 2010	Welsh Language Act 1993

Related information is contained in the CADcentre’s:

Disability Statement	Safeguarding Policy
Welsh Language Policy	Learner Enrolment & Induction Policy
Learner Appeals, Grievance and Discipline Policy	Staff Grievance, Discipline and Dismissal Policy
E-Safety Policy	Violence at Work Policy
Prevent: Radicalisation & Extremism Policy	

Spiritual, Moral, Social and Cultural Development

Definition and Aims

At the CADcentre the promotion of Staff and Learners’ spiritual, moral, social and cultural development is promoted through the ethos of the company and through the development of positive attitude and values.

This policy supports and reinforces the aims of the CADcentre, valuing all learners’ and staff equally and as individuals.

Spiritual, moral, social and cultural development is crucial for individual learners’ and staff and it is crucial for society as a whole. We believe it is a vital element of what training is concerning, helping learners grow and develop as people. The CADcentre mission statement is **“To empower people through Technical Training”**.

The CADcentre aims to:

- Promote the spiritual, moral, cultural and mental development of learners at the CADcentre
- To promote respect and consideration for differences in gender, race, religion and sexual orientation
- To develop respect for religious and moral values and understanding of other races, religions and ways of life
- To develop a sense of responsibility, consideration for others, self respect and self confidence

Spiritual Development involves the growth of individuals’ sense of self, their unique potential, their understanding of their strengths and weaknesses, and their will to achieve.

Moral Development involves individuals' acquiring an understanding of the difference between right and wrong and of moral conflict, a concern for others and the will to do what is right.

Social Development involves individuals' acquiring an understanding of the responsibilities and rights of being members of families and communities (local, national and global), and an ability to relate to others and to work with others for the common good. They display a sense of belonging and an increasing willingness to participate. They develop the knowledge, skills, understanding, qualities and attitudes they need to make an active contribution to the democratic process in each of their opportunities.

Cultural Development involves individuals' acquiring an understanding of cultural traditions and an ability to appreciate and respond to a variety of aesthetic experiences. They acquire a respect for their own culture and that of others, an interest in others' ways of doing things and curiosity about differences. They develop the knowledge, skills, understanding, qualities and attitudes they need to understand, appreciate and contribute to culture.

Implementation of Policy

This policy is delivered to the learners at their induction and evaluated on the Candidate Induction Checklist form. It is also issued to staff during induction and discussed with their managers. The CADcentre will see that appropriate members of staff will receive training in dealing with harassment, bullying and discrimination and that they will be available to any employee/learner to offer advice and information in confidence as required and to channel complaints and negotiate between parties.

Official complaints of harassment will be considered with all possible speed and the authorised representatives of the CADcentre will take appropriate action as quickly as possible.

Though some cases of harassment may be resolved informally, harassment may provide grounds for disciplinary action against individuals up to and including dismissal from the company.

The CADcentre will treat as confidential all records concerning allegations or complaints of harassment. Cases of all alleged harassment will be investigated quickly and impartially by the company, and will ensure that the alleged harasser has opportunity to be represented and to be given a clear account of the allegation so that they may state their case.

The CADcentre should also recognise that people who complain of harassment will be protected from intimidation, victimisation or discrimination for filing such a complaint. Retaliating against someone who complains about harassment is a serious disciplinary offence.

Roles and Responsibilities

Learner's and Employee's Responsibilities

All employees and learners have a responsibility to create and maintain a working environment that respects the dignity of everyone.

In particular, employees and learners:

- Must not themselves discriminate against or harass others in any employment or training activities
- Must support and comply with measures introduced by the CADcentre to ensure equal opportunities
- Must not victimise individuals who have given information to managers/staff on equality matters or have made complaints
- Should inform staff/managers if they have reasonable grounds for believing discrimination is taking place
- Must not encourage others, or yield to pressure from others, to discriminate unlawfully

All members of the CADcentre, whether learner or employee, should know that they may be held personally liable under legislation for acts of discrimination which they commit or authorise. The CADcentre will regard any acts of discrimination or harassment as a disciplinary matter.

Managerial Responsibility

Managers and supervisors have a responsibility to ensure that harassment or bullying does not occur in work areas for which they are responsible.

In particular, Manager's are responsible for:

- Taking the lead in creating a positive and inclusive ethos that challenges inappropriate language and behaviour
- Promoting equality both internally and externally
- Being aware of the CADcentre's statutory duties in relation to equality legislation
- Ensuring all aspects of CADcentre policy, procedures and activities are sensitive to matters of equality
- Ensuring Equality and Diversity monitoring is collected and analysed
- Providing appropriate training and development to both staff and learners to support the appreciation and understanding of diversity

Director's Responsibility

The Director's will ensure that:

- The CADcentre complies with Equality legislation and the codes of practice supporting it
- They are aware of the CADcentre's statutory duties in relation to equality legislation as an employer and training provider
- They receive and respond to the monitoring information on equality target groups
- They advise on the formulation of policies, procedures and resources
- Appropriate action is taken against individuals on CADcentre premises and working on behalf of the CADcentre who do not act in accordance with the policy

Guidelines regarding Harassment

WHAT TO DO IF YOU ARE BEING BULLIED OR HARASSED

Do not ignore it

If you feel you are being subjected to bullying or harassment, do not feel it is your fault or that you have to tolerate it. Many people ignore harassment and bullying for fear of being labelled a troublemaker but it is unlikely the conduct will stop if you ignore it. The bully is often doing this to try and exert control, so silence may be interpreted as submission.

Ask the person responsible for the bullying or harassment to stop

In some circumstances you might be able to ask the person to stop the bullying or harassment. They might not realise that their actions are upsetting you

Get support

Talk about the problem with a friend, colleague, member of staff or manager for instance. Do not hesitate to contact someone even when an incident occurs only once. They may be able to suggest ways of resolving the problem.

Collect evidence of the bullying or harassment

It is important to keep note of all relevant incidents including dates, times, places. This will be invaluable in proving your case if you make a complaint. Wherever possible get witnesses to provide factual evidence. If there are no witnesses to an incident, tell someone and make a note.

Make a formal complaint

If you cannot resolve the problem by asking the person to stop, then you should make a formal complaint, which will then be investigated by management.

If formal disciplinary proceedings are to be taken against the person responsible for the bullying or harassment, you will be required to give evidence.

WHAT TO DO IF YOU WITNESS BULLYING OR HARASSMENT

Witnesses are the third party to incidents and may feel vulnerable like the victim, particularly if the person accused of bullying or harassment is in a position higher than them. It is often difficult to know what to do if the victim appears to be ignoring the bullying or harassment. If support and advice is needed, approach a manager who can

advise in confidence. However, there are several steps you could take if you observe someone being bullied or harassed.

- Speak to the person who is being bullied or harassed informally and confidentially and tell them what you have observed.
- Ask if they feel able to discuss the situation. Do not underestimate the effects of the bullying or harassment on them since they may be upset and unable to talk to anyone. Do not press for information.
- If they wish to discuss the incident, listen sympathetically and, if permitted, take notes as these may be useful at a later stage. You must respect the person's privacy and need for confidentiality.
- If they are unable to discuss the matter with you, encourage them to talk to someone they trust. Offer to report the incident to the manager on their behalf.
- Remember that if a formal complaint is made, you may be called upon to give evidence

GUIDANCE FOR THOSE ACCUSED OF BULLYING OR HARASSMENT

If you have been told that your behaviour makes someone feel uncomfortable, then you should stop. Even though your behaviour may seem innocent to you, it is important to consider the effects on others. Referring to someone in a derogatory way, making sexist, racist, homophobic or other offensive remarks, putting your arm around another's persons shoulders etc may be offensive and harassing to others. If you are told that your behaviour is offensive, you should consider the following points:

- Remember it is the other person's reaction to your behaviour, which is important, not your intention nor the reaction you think they should have
- Listen carefully to the complaint and to the particular concerns expressed
- Stop the offending behaviour immediately and review the way you behave at work/training. It may be you have upset other people who have not complained.
- If you do not understand the complaint, discuss the matter with a manager or someone else you trust.
- If you are found to have bullied or harassed someone after their objection to your behaviour was made to you, the fact that you persisted will make the offence more serious if disciplinary proceedings commence.

If you are convinced that you are being unjustly accused, and/or that the complaint is malicious, you should:

- Contact a manager, it may be that an informal discussion between you, the person alleging harassment/bullying, and a third person will solve the problem.
- If it is clear that formal proceedings will take place, then gather evidence in your defence, including witnesses.

All complaints will be handled with the utmost confidentiality

ACTION TO BE TAKEN BY THE CADCENTRE IN RESPONSE TO A COMPLAINT

Informal Complaint

A Director who is approached informally by a complainant will:

- Sensitive respond to the complaint.
- Provide advice and information about the procedure should a formal complaint prove necessary.
- Take up the matter informally with the person against whom the complaint has been made only if requested to do so. If this method is followed, then the complainant should be asked for permission to give their name to the person against whom the complaint has been made. Anonymous complaints can only be pursued in general terms and are less likely to bring about the desired change in behaviour.

The person against whom the complaint has been made will be advised of the nature of the complaint and will be given the opportunity to respond. At any meeting the person complained against may be accompanied by a friend/colleague. They will also be advised of the procedure to be followed if a formal complaint were to be made.

Where this meeting leads to an acknowledgement that a problem exists, the steps to rectify the problem and prevent the situation recurring should be agreed and notified to the complainant.

Formal Complaint

A Director who receives a formal complaint will interview the complainant immediately. Where the complaint is made about sexual harassment, the interview will normally be carried out by a person of the same sex as the complainant to minimise any embarrassment that the latter may feel. The complainant may be accompanied by a colleague/friend.

If the report of the interview indicates that the matter should be pursued, the Directors will order a full investigation into the complaint. All parties will attend the investigation, which will be a disciplinary hearing. This should ensure prompt and fair action and ensure that both parties are given an impartial hearing. Both parties may be accompanied by a colleague/friend.

If at the end of the hearing, it is decided that no action is taken, a written statement of the reasons will be given to the complainant by the Directors.

Note: Nothing in this code will prevent members of staff/learners exercising their legal rights.

CADcentre Equality Charter

We all deserve an equal chance of success

Commitment

The CADcentre believes that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of staff and learners and enables them to achieve their full potential, to contribute fully, and to gain maximum benefit and enjoyment from their involvement with the CADcentre.

Therefore the CADcentre acknowledges the following basic rights for all staff and learners and prospective learners:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to receive encouragement to reach their full potential

The CADcentre will comply with all relevant legislation and good practice and will respect differences in race and ethnic or national origin, gender, disability, mental health, sexual orientation, age, religious or political beliefs, additional learning, economic and social need.

What this means

The CADcentre will be a place where:

- All who learn and work with us will have the opportunity to participate fully and achieve their full potential
- Physical, social and economic barriers to access are minimised
- The environment is welcoming and supportive
- Everyone accepts their responsibility to uphold equality and show respect to others

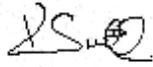
How the CADcentre will show its commitment

The CADcentre will:

- Actively promote equality by valuing and respecting differences between people
- Ensure staff are equipped to recognise diversity and challenge discrimination
- Investigate all allegations of discrimination sensitively
- Monitor policies, procedures and practices to ensure they are free from discrimination and respond to the needs of the wider community

- Face up to the challenge of improving year on year as an outstanding equality organisation which listens to and cares for all its learners and staff

Directors Signature:

A handwritten signature in black ink, appearing to be 'J.S. Q.', written over a faint rectangular stamp.