

WELLBEING FITNESS EDUCATION CENTRE

EQUALITY AND DIVERSITY POLICY

Wellbeing Fitness Education Centre and/or its associates recognise that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim to ensure that no student, employee or other representative of the organisation receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation (protected characteristics).

Our aim is that our workforce will be truly representative of all sections of society and each student and employee feels respected and able to give of their best.

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all.

Avoiding Discrimination

These come in a variety of forms including the following:

- Written examinations.
- Vivas, orals and presentations.
- Practicals.
- Coursework.
- Work-based assessment.

It is important to ensure that Wellbeing Fitness Education Centre and/or its associates do not discriminate against students with protected characteristics. Assuming a uniformity in students' cultural, linguistic, religious or lifestyle experiences could result in Wellbeing Fitness Education Centre and/or its associates, for example, indirectly discriminating against students from racial groups.

It is also important to try to avoid discriminating indirectly against students in the timing of examinations and assessments. For example students, may have difficulty attending examinations or assessments because of issues surrounding the side effects of medication, religious prayer times or festivals or caring responsibilities.

This policy and the associated arrangements shall operate in accordance with statutory requirements, particularly Equality Act 2010

<https://www.gov.uk/equality-act-2010-guidance>.

In addition, full account will be taken of any guidance or

codes of practice issued by the Equality and Human Rights Commission, any government departments, and any other statutory bodies.

Our Commitment

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued;
- every employee and every learner is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated;
- training, development and progression opportunities will be available to all staff;
- to promote equality in the workplace and the learning environment, which we believe is good management practice and makes sound business sense;
- we will review all our employment practices and procedures to ensure fairness;
- breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings;
- this policy is fully supported by senior management;
- the policy document will be monitored and reviewed every five years or more frequently if required.

Responsibility of Management

Ultimate responsibility for ensuring the effective implementation and operation of the arrangements will rest with the CEO of Wellbeing Fitness Education Centre. All managers and associates involved with Wellbeing Fitness Education Centre will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. They will ensure that...

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- complaints/grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained and that we comply with the General Data Protection Regulation (GDPR) Act and the associated policies of Wellbeing Fitness Education Centre.

Wellbeing Fitness Education Centre and its associate partners will nominate persons who will be responsible for monitoring the operation of the policy in respect of employees and associates.

Responsibility of Staff

Responsibility for ensuring that there is no unlawful discrimination rests with all members of Wellbeing Fitness Education Centre, all associates and all employees. This is crucial to the successful operation of fair employment practices. In particular, they should:

- comply with the policy and arrangements;
- not discriminate in their day-to-day activities or induce others to do so;
- not victimise, harass or intimidate other staff or students or groups who have, or are perceived to have one of the protected characteristics;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic;
- inform their manager if they become aware of any discriminatory practice.

Third Parties

Third-party harassment occurs where an employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Wellbeing Fitness Education Centre and its associates will not tolerate such actions against its staff and the employee or other representative concerned should inform their manager or a senior member of staff at once that this has occurred. The appointed person responsible for monitoring equality and diversity will fully investigate and take all reasonable steps to ensure such harassment does not happen again. The issues will be reported to the appropriate person within the organisation.

Related Policies and Arrangements

All employment policies and arrangements have a bearing on equality of opportunity. Wellbeing Fitness Education Centre and its associates' policies will be reviewed every five years or more frequently if required and any discriminatory elements removed.

Rights of People with Disabilities

Wellbeing Fitness Education Centre attaches particular importance to the needs of people with disabilities. Under the terms of this policy, Wellbeing Fitness Education Centre and/or its associates are required to:

- make reasonable adjustment to maintain the services of an employee or other representative, providing opportunities for those who may become disabled, for example: training, provision of special equipment, reduced working hours;
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs or for learning programmes, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job or the learning programme.

Equality Training

Equality information should also be included in induction programmes for both associates and students. Training should be given on this policy and the associated arrangements. All staff who have an involvement in the recruitment and selection process should receive specialist training.

Equality of Opportunity in Assessment

Overall structure of the qualifications

We are committed to ensuring equality of opportunity for students in the overall design of our qualifications, in order to widen participation, by:

- involving learner representatives in the design of our qualifications to avoid unjustified barriers to entry;
- allowing associates to design and adapt their course design and delivery to reflect the needs of students, providing all the generic requirements of the qualification are met;

- designing an assessment process (as defined by the minimum assessment requirements) that accommodates different learning styles and needs;
- giving equal weight to tutor assessment of students and thus recognising that they are best placed to assess their students' individual learning needs and capability;
- using language that is free from bias and appropriate for the target group.

Appeals and Complaints

Students and staff have a right to pursue a complaint concerning discrimination or victimisation via the Wellbeing Fitness Education Centre appeals and complaints policy. Discrimination and victimisation should be treated as disciplinary offences and be dealt with under the Wellbeing Fitness Education Centre disciplinary procedure.

Communication within Wellbeing Fitness Education Centre and its Associates

It is important that both staff involved in the management, assessment and quality assurance of our programmes and students undertaking our programmes are fully aware of the contents of the Policy. We will ensure that our staff and all users in the organisation are aware of the policy. On their visits to associates, any Wellbeing Fitness Education Centre appointed persons may check that they have not only received the policy but also made their relevant staff and all students aware of its contents and purpose.

If you have complained to us and are still unhappy with the outcome, you can take your complaint to Wellbeing Fitness Education Centre. If there is still no satisfactory outcome, you may wish to take it up with our regulator of qualifications who will review the appeal/complaints.



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