

Equality, Diversity and Inclusion policy



Introduction

RHG Consult Ltd (RHG) is committed to providing and supporting equal opportunities for all staff, learners and job applicants regardless of any of Protected Characteristics and other criteria that cannot be shown to be properly justifiable:

- Shared and multiple identities
- Age
- Gender reassignment and transgender
- Marriage and civil partnerships
- Disability
- Nationality
- Race or ethnic origin
- Pregnancy, maternity and parental responsibilities
- Religion and belief
- Sex
- Sexuality
- Dependent and caring responsibilities
- Trade union membership

The term **'staff'** refers to all full time and part time employees, and associates.

The term **'learner'** refers to any person undertaking a learning programme, qualification or apprenticeship with RHG

RHG promotes best practice by ensuring that all possible steps are taken to achieve our Equality, Diversity and Inclusion (EDI) aims by removing discrimination and prejudice whether direct or indirect. The aim is always to maintain a professional environment of safety, dignity and mutual respect.

The Equality, Diversity and Inclusion (EDI) policy should be read in conjunction with RHG's:

- Staff Handbook
- Safeguarding and Safer Recruitment policy
- Staff Grievance policy
- Whistle Blowing and Confidential Reporting policy

Disability Statement

Our Disability Statement

RHG is committed to removing barriers to access and an inclusive and equitable learning environment This includes not only access to the built and virtual environments, but also to our information, advice and guidance services.

What is a disability?

The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out day-to-day activities. While this is not an exhaustive list, impairments covered by the Act's definition may include:

- Specific learning disabilities, such as dyslexia, dyspraxia or ADHD
- Mental health conditions, such as depression, schizophrenia or personality disorders
- Autism spectrum conditions
- Blindness or partially sightedness
- Deafness or being hard of hearing
- Long-standing illnesses or health conditions, such as asthma, epilepsy or chronic fatigue syndrome
- Physical impairments or mobility difficulties

RHG's staff need to be aware that some disabilities are 'hidden' and only by observation and encouraging discussion will learners feel comfortable in declaring and seeking help to identify and overcome barriers.

RHG supports this policy by:

- Ensuring that the aims of the policy are known and understood by all staff
- Maintaining full access to the policy for all staff and learners
- Promoting awareness of the policy for all job applicants and learners
- Ensuring that support, guidance and training is available to all levels of the organisation to support this policy
- Complying with the requirements of the Equality Act 2010
- Complying with the requirements of the supportive Acts shown on the last page

How we will use this policy

This EDI policy will be used as an integral part of the working environment. It will be integrated with all other relevant policies and the core values of RHG, which include offering employment and progression opportunities and supporting development and retention through;

- Valuing our staff and learners
- Communicating clearly, openly and promptly
- Promoting EDI and treating everyone with fairness and respect

Every effort will be made to ensure that any breach is dealt with in a prompt and appropriate manner.

RHG seeks to implement consistent policies throughout the organisation by listening to suggestions and ideas raised by any member of staff or learner in the consultation process.

Employment terms and benefits

Terms of employment will be such that they do not unlawfully discriminate against any group or individual.

Harassment

Everyone is entitled to work in an environment without harassment, victimisation, or bullying. RHG believes that harassment and bullying are harmful to staff and learners as well as the reputation and credibility of RHG.

Harassment in all forms is considered to be a totally unacceptable form of behaviour and is a serious offence that is both insulting and demeaning to the recipient and detrimental to the workplace.

Staff can find more information of how RHG deal with harassment or bullying in their staff handbook.

Disciplinary

Any conduct which breaches the spirit of the policy will be considered a serious matter and may be dealt with under the disciplinary procedures.

Dismissal and Redundancy

We will not discriminate in any way during dismissal and redundancy procedures.

Advertising, Recruitment and Selection

RHG is committed to promoting EDI throughout its recruitment process. Staff are a valuable resource and methods of selection must always be fair, systematic and consistent. RHG's recruitment and selection aims to achieve this through its advertising and selection processes, which ensure that decisions relating to these issues will be based solely on objective and job-related criteria.

Internal applicants will always be considered and external advertising will be on appropriate local and national websites in order to reach all sections of the community and encourage suitable applicants to apply.

If a person with a disability meets the role specification, they will be interviewed.

An appeals process is available for people who believe they have been discriminated against during the recruitment and selection process.

Promotion and Advertising

RHG is committed to ensuring all internal and external promotional and advertising material promote EDI and allow access to information for all.

Equality Impact Assessment

Prior to the implementation of any new policy, procedure or service we will complete an Equality Impact Assessment where appropriate. This will ensure that all aspects of EDI have been considered prior to implementation. We will review our Equality Impact Assessments regularly.

Delivery of Training

The following guidelines are to be followed for the design and delivery of training:

- All training material, including workbooks, PowerPoint presentations, handouts and other training resources must be checked and evaluated to ensure no one is discriminated against by their use or content prior to publication
- Venue and learning audits must be completed prior to training commencement
- All learners must receive an EDI brief as part of their induction
- How IT equipment and virtual learning is to be used to ensure no learner is disadvantaged must be considered prior to delivery
- All learning coaches must be suitably qualified to deliver the training and must have completed EDI training which has been recorded in their CPD folder
- All learners are to be given the opportunity to declare in confidence any disabilities or additional learning support they require and RHG will make every effort to ensure their individual needs are met
- Observations of teaching, learning and assessment should include comments on the learning coach's management of EDI

Implementation, Communication and Awareness Training

RHG seeks to ensure that, so far as is reasonably practicable staff, learners and applicants for employment are informed of our EDI policy and, as appropriate, any associated procedures. EDI will be covered during the induction for new staff and in staff training. All learners will receive a copy of our EDI policy at induction or registration and staff will take responsibility for ensuring that no learner is disadvantaged during their stay with us.

The policy will be communicated by all available means throughout the organisation and will remain easily accessible at all times as a source of information.

Embedding EDI within RHG is a continuing process that needs to be kept under constant review. The process involves:

- Evaluating and reviewing our working practises, policies and procedures
- Seeking feedback from staff, learners and job applicants

- Establishing procedures and updating policies in accordance with new legislation
- Creating good practice within RHG
- Carrying out regular staff training
- Using standardisation meetings to recognise where assessing learners' work may have led to any discriminatory practices.

Responsibilities

The EDI policy needs to be backed by a real commitment by everyone at RHG. All staff will have access to the policy and have a responsibility to accept their personal involvement in its practical application.

Any incidents of discrimination within the organisation will be dealt with as part of the disciplinary procedure.

RHG aims to:

- Take positive action to ensure that its services are equally available, accessible and relevant to all staff and learners
- Redress any potentially discriminatory imbalances in its service provision or employment practices
- Encourage feedback of its services by those who use them in order to remedy any inconsistencies.
- RHG will provide EDI advice, assistance and training whenever necessary.

All staff have an individual responsibility:

- Not to discriminate against colleagues or others that they may come into contact with during the course of their employment.
- To challenge discrimination or unfair treatment, contacting their Line Manager or directors where necessary.
- To participate in any training courses provided by RHG which support the consistent implementation of the policy.
- To familiarise themselves with the policy and co-operate in its implementation and monitoring.

The directors and managers have a responsibility:

- For ensuring the intentions of this policy are implemented throughout the organisation
- For ensuring all staff are aware of the policy, its intentions and the supporting policies and procedures

- Reviewing the policy annually or whenever changes in legislation requires, and communicating any changes to staff

Complaints

Any complaint regarding conduct, which is contrary to this policy, should be made to a manager or the directors.

Managers are responsible for dealing with initial complaints from staff, with regard to this policy. If a complainant does not feel that the matter has been dealt with in a satisfactory manner, they may refer the matter to any director. In this way, it may be possible to resolve complaints informally.

However, a staff member's breach of the terms of this policy, including victimising those who have taken proceedings under it, may be grounds for disciplinary action up to and including dismissal. Please read RHG Staff Grievance policy for further direction.

Any action taken under the complaints procedures is without prejudice to any statutory right to complain to an Employment Tribunal or other appropriate statutory body. RHG will do its utmost to protect staff who make a complaint under these procedures from victimisation.

Legislative Framework

RHG recognises its legal obligations under the following Acts and their amendments and strives to ensure compliance at all times. RHG seeks to develop policies that comply with current and planned legislation, ensuring that its values and purposes are maintained whilst also sustaining and promoting diversity.

The Equality Act 2010

The right to protection of all with regard to the 9 protected characteristics.

Trade Union and Labour Relations Act 1992

Discrimination in the knowledge of membership or non-membership of a trade union is unlawful.

Immigration, Asylum and Nationality Act 2006

All persons offered employment must supply documentary proof of their immigration status.

Rehabilitation of Offenders Act 1974

RHG is an excepted employer for the purposes of this Act and therefore the rules on spent convictions do not apply.

Signed: 

Name: Lee Patterson

Position: Managing director

Date: 13/10/23

Date of review: 12/10/24