

Graspp Fitness Equality and Diversity Policy

1. POLICY STATEMENT

- 1.1 Graspp fitness actively promotes equality and diversity for all, including staff, learners, contractors and any stakeholders who have direct or indirect contact with Graspp fitness, by removing barriers to education, training and employment opportunities, thereby widening access through a flexible and inclusive culture. The aim of Graspp fitness is to create, maintain and promote an environment in which people treat each other with mutual respect, value each other's contributions and which is free of discrimination. This document is intended to give a common-sense approach to the rights and responsibilities of all members of the company community.

2. REASONS FOR THE POLICY

- 2.1 The policy will demonstrate Graspp fitness' commitment to ensuring it implements and meets the equality duties for the nine protected characteristics set out in the Equality Act 2010 (Appendix A). The work and activities of the company will reflect this commitment at all times.
- 2.2 The purpose of the policy is to establish clear guidance regarding all aspects of equality and diversity. Further the policy will provide guidance on the key principles, structures and monitoring arrangements for Graspp fitness.

3. POLICY OBJECTIVES

- 3.1 To ensure and confirm that the company fulfils its statutory obligations in relation to equality and diversity, embracing the requirements of the Equality Act 2010 (Appendix A) and to effectively implement the Act and this policy.
- 3.2 To promote awareness of all aspects of equality and diversity across Graspp fitness. This policy is to outline Graspp fitness' approach to fulfilling a commitment and to make it clear to all parties what they may expect from Graspp fitness and equally what Graspp fitness expects of them.
- 3.3 To ensure that procedures are in place to clarify and support implementation of, compliance with and promotion of equality and diversity (Appendix B).
- 3.4 The policy will ensure all its members enjoy and respect equality of opportunity. We will ensure that:
 - The ability of people to achieve their potential is not limited by prejudice or discrimination.
 - There is respect for and protection of each individual's human rights.
 - There is respect for the dignity and worth of each individual.
 - Each individual has an equal opportunity to participate in society.
 - There is a mutual respect between groups based on understanding and valuing diversity and on shared respect for equality and human rights.
- 3.5 The Equality and Diversity Policy document is intended to give a common-sense approach to the rights and responsibilities of all members of the company community.

4. POLICY

The Company will:

1. Champion and advance equality and diversity.
 2. Consult with stakeholders on the implementation of this policy.
 3. Take positive action to promote equality of opportunity.
 4. Provide appropriate training and support to staff in order to create a positive, inclusive ethos.
 5. Routinely and regularly impact-assess its policies, procedures and publications.
 6. Investigate complaints and any incidents related to equality and diversity, and take prompt and appropriate action.
 7. Monitor and report on learner and staff profiles at recruitment in terms of the protected characteristics in comparison with local, and where available, national benchmarks.
 8. Inform all members of Graspp fitness, visitors and learners of their duty in complying with this policy and that discrimination in any of the following forms will not be tolerated:
 - Direct discrimination (including by association eg. Carer and perception).
 - Indirect Discrimination.
 - Harassment.
 - Victimisation.
 - Failure to make reasonable adjustments.
- (See Appendix C for definitions).
9. Take positive action to stop discrimination, victimisation or harassment.
 10. Ensure that the policy is applied to all of Graspp fitness activities, services it uses, visits and to all of Graspp fitness sites.

The Company will fulfil its specific duties by:

11. Preparing and maintaining an Equality and Diversity Framework and Equality Action Plan.
12. Assessing the impact of its policies on learners and staff.
13. Monitoring the admission and progress of learners and the recruitment, and career progress of staff.

Teaching and Learning

14. Graspp fitness will make its courses accessible to a wide range of learners and adapt delivery and assessment methods to provide flexible learning opportunities.
15. Graspp fitness will provide access to impartial educational careers guidance to learners and ensure that appropriate systems are in place to provide support for learners with additional learning needs.
16. Support to learners will be available through their Assessor, their Tutor, their IQA or the management team. Specific support will be provided and/or barriers removed where reasonably practical to enable learners with a difficulty/disability to access Graspp fitness services.
17. All delivery and learning activity provided by Graspp fitness will have equality and diversity embedded in its delivery where appropriate. Resources, learning materials and activities will promote equality and diversity where applicable.
18. Planning documentation will reflect the consideration of equality and diversity and the differentiation needs of all learners.

19. Individual learners will have their learning and personal support needs identified and met through effective planning, reasonable adjustments and collaborative working with specialist colleagues.
20. The quality of the promotion of equality and diversity in teaching and learning will be assessed through the Self-Assessment Report (SAR), internal and external verification and the Observation of Learning and Teaching (OLTs).

Complaints

21. Alleged acts of discrimination will be investigated under the disciplinary policy and offences and will be dealt with in accordance with Graspp fitness' disciplinary policy. Investigations of this nature will be dealt with seriously, in confidence and as soon as possible in line with the appropriate procedures.

Reporting

22. Graspp fitness' Annual Report will summarise the key actions that has taken towards the achievement of the equality objectives throughout the year. This publication will be made available to all staff.

Reviewing

23. The Equality Framework will be formally reviewed every year to assess its effectiveness. Regular monitoring of the Equality Action Plan will take place to ensure the company completes impact assessments and complies with equality legislation and codes of practice.

5. DEFINITIONS (See Appendix C)

6. RELATED POLICIES AND PROCEDURES

Safeguarding policy

Prevent policy

Data protection policy

Staff Bullying and Harassment

Impact Assessment procedure

7. WHO WILL NEED TO KNOW ABOUT THIS POLICY

- Prospective learners
- Current learners
- Former learners
- Visitors
- Staff
- Employers
- Stake holders

8. RESPONSIBILITIES

8.1 **All staff are responsible for:**

- ensuring that they are aware of Grasp fitness' statutory duties in relation to all E & D legislation and that they work within Grasp fitness' Equality and Diversity policy
- carrying out all mandatory training and to engage actively in personal professional development related to equality and diversity.

8.2 **All learners are responsible for:**

- treating everyone with respect, fairly and with understanding
- abiding by the requirements of Grasp fitness' E & D policy
- using appropriate language and behaviour
- reporting any concerns that they have for themselves and/or others

9.4 **The Company Secretary is responsible for:**

- ensuring that Grasp fitness meets all the requirements of the Equality Act 2010 and meets all its duties, including the general and specific duties
- taking the lead in creating a positive, inclusive ethos that challenges discriminatory behaviour on the part of managers, staff and learners
- giving a consistent and high profile lead on Equality and Diversity
- ensuring that there is a clear and visible link between the E & D policy and the Company Business Development Plan
- ensuring that the Equality and Diversity policy and its procedures are followed by all to whom it applies

9.5 **The Senior Management Team (SMT) are responsible for:**

- ensuring that they lead on Grasp fitness' statutory duties in relation to the Equality and Diversity policy and Equality Framework
- putting the policy and its strategies and procedures into practice
- ensuring that all of the staff and the SMT themselves know and understand their responsibilities and receive support and training to enable their compliance with the policy
- ensuring learner monitoring information is collected, analysed and responded to where appropriate
- ensuring that data relating to the protected characteristics is recorded, stored, processed and readily available particularly on the Management Information System.
- setting targets for recruitment, retention and achievement of learners based upon the analysis of the data that is brought to the company secretary
- ensuring internal verification procedures include sampling of protected characteristic groups
- ensuring that learner induction programmes and assessment programmes reflect Grasp fitness' commitment to promote equality of opportunity
- following the relevant procedures and taking action against staff, learners, visitors and stakeholders who discriminate for reasons relating to the protected characteristics
- reviewing teaching and learning observation reports, which include criteria on equal opportunities where appropriate
- ensuring that Grasp fitness' Self-Assessment and Quality improvement processes utilise data, record and make judgements of performance against E & D criteria

- ensuring that all marketing, displays and course information promote equality of opportunity, are free from explicit or implicit unfair discrimination, challenge stereotypes and promote diversity
- ensuring that marketing materials are provided for specific groups; alternative versions will be provided when required
- ensuring they challenge stereotyping and foster diversity through the decoration and displays within Graspp fitness premises
- ensuring that the procedures for the recruitment and promotion of staff enshrine the best practice at all times within equal opportunities
- ensuring recruitment policies and procedures actively support equality of opportunity
- monitoring and analysing employee data
- setting the targets on the recruitment and promotion of staff based upon the analysis of data monitoring information
- sourcing appropriate training and development to support the appreciation and understanding of equality and diversity across Graspp fitness
- ensuring Graspp fitness staff disciplinary procedures make provision for wilful or recurrent non-compliance with the Equality and Diversity Policy
- monitoring overall staff opportunities, performance and satisfaction in relation to diversity profiles and for providing regular reports to SMT and stakeholders
- checking that as part of their induction, all staff will be made aware that any discrimination of individuals or groups will be treated not only as a breach of company regulations but may also be a breach of civil or criminal law
- making sure that existing staff within the protected characteristics will be encouraged to compete for appointments and promotions
- ensuring that staff are invited to attend training offered by Graspp fitness and that these training opportunities are monitored.
- making certain that newly appointed staff attend an induction programme that incorporates equality and diversity awareness training within the first 3 months of service
- ensuring that every member of staff attends equality and diversity and protection from discrimination training every five years

9.8 Stakeholders, Contractors and Service Providers will:

- adhere to Graspp fitness' Equality and Diversity Policy, and any equality conditions in contracts or agreements.

The Equality Act 2010

The Equality Act 2010 came into force in October 2010, it has three main objectives:

- To simplify, streamline and harmonise the law
- To strengthen the law
- To support progress in promoting equality and achieving year on year improved outcomes.

The Act contains six major changes to previous legislation:

- Identifies nine 'protected characteristics'
- Changes the definition of discrimination
- Places a new extended Public Sector Equality Duty on public bodies, with two new specific duties
- Harmonises and extends the role of positive action
- Restricts the use of health and disability-related questions during recruitment and selection
- Strengthens the power of employment tribunals.

The protected characteristics are:

- Race (includes nationality and colour)
- Disability
- Sex
- Age
- Sexual orientation
- Religion and/or belief (includes no belief)
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnerships

Public Sector Equality Duty

Graspp fitness aims to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

We will have due regard to:

- remove or minimise disadvantage experienced by persons who share a protected characteristic
- take steps to meet the needs of people who share a protected characteristic that are different from the needs of people who do not share the protected characteristic
- encourage persons with a protected characteristic to participate in public life or any other activities where participation is disproportionately low

Specific Duties regulations

Graspp fitness has a duty to:

- Publish information
- Set and publish equality objectives

APPENDIX C – EQUALITY AND DIVERSITY DEFINITIONS

Inclusion

All people should be freely and openly accommodated without restrictions or limitations of any kind. It is the practice of ensuring that people feel they belong, are engaged, and connected. It is a **universal human right** whose aim is to embrace all people, irrespective of race, gender, disability or other attribute which can be perceived as different.

Equality

Equality is the current term for 'Equal Opportunities'. It is based on the legal obligation to comply with anti-discrimination legislation. Equality protects people from being discriminated against on the grounds of group membership e.g. age, sex, race, disability, sexual orientation, religion, belief.

Diversity

Diversity implies a wide range of conditions and characteristics. It is about valuing and reaping the benefits of a varied workforce or learner group that makes the best of people's talents whatever their backgrounds. Diversity encompasses visible and non-visible individual differences. It can be seen in the makeup of the workforce or the learners in terms of gender, ethnic minorities, disabled people etc. Diversity is about respecting individual differences.

Direct discrimination occurs when someone is treated unfairly, or less favourably than another person, because they have a protected characteristic. This often arises because of assumptions, stereotyping or prejudice. Direct discrimination also covers association discrimination or perception discrimination. This is direct discrimination against someone because they associate with a person who has the protected characteristic or because they are perceived to have a protected characteristic.

Indirect discrimination occurs when a provision, criterion or practice is applied that appears to affect everyone equally but which in fact puts people who share a protected characteristic at a disadvantage.

Harassment occurs when someone behaves in such a way that their conduct has the purpose or effect of creating an environment that is offensive, hostile, degrading, humiliating or intimidating for a person, where:

- this is related to a protected characteristic (except pregnancy and maternity or marriage and civil partnerships)
- this is of a sexual nature (sexual harassment)
- a person is treated less favourably because they have either submitted to or rejected sexual harassment, or harassment related to sex or gender reassignment (this is known as 'consequential harassment').

Victimisation occurs when a person experiences disadvantage because they have supported someone in making a complaint or an allegation of discrimination, or because they personally have made an allegation of discrimination.

Failure to make reasonable adjustments occurs when an organisation fails to make reasonable adjustments for a disabled person, to avoid the disabled person being placed at a substantial disadvantage when compared with a non-disabled person.

The nine protected characteristics

There are nine specific areas (or protected characteristics) which are covered by equality and diversity guidelines and legislation.

Definitions of protected characteristics

Age

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds). For further information on age please follow the link to the UK Legislation website.

Disability

A person has a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. For further information on please see disability on the UK Legislation website.

Gender reassignment

The process of transitioning from one gender to another-

Gender reassignment is a personal process (rather than a medical process) which involves a person expressing their gender in a way that differs from or is inconsistent with the physical sex they were born with.

This personal process may include undergoing medical procedures or, as is more likely for school pupils, it may simply include choosing to dress in a different way as part of the personal process of change.

For more information please visit gender reassignment on the UK Legislation website.

Marriage and civil partnership

A person is legally married if the union is recognised as a marriage under UK law. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters. For further information please see marriage and civil on the UK Legislation website.

Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding. For further information please see pregnancy and maternity on the UK Legislation website.

Race

Race refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. For further information please see race on the UK Legislation website.

Religion and belief

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition. For further information please see religion and belief on the UK Legislation website.

Sex

Sex refers to a man or a woman. For more information please see sex on the UK Legislation website.

Sexual orientation

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes- For more information please see sexual orientation on the UK Legislation website.

You are also protected if you are discriminated against because you are perceived to have, or are associated with someone who has, a protected characteristic, For example protecting carers from discrimination. The Equality Act will protect people who are, for example, caring for a disabled child or relative. They will be protected by virtue of their association to that person.

Equality Impact Assessment procedure

This document is for use in the impact assessment of Equality & Diversity within company policy and procedure and where required any other documentation. The aim of the Equality Impact Assessment is to help make sure company policies, and the way their functions are carried out, do what they are intended to do without negatively impacting on any group of people.

Carrying out an EIA involves systematically assessing the likely (or actual) effects of policies and procedures on people in respect of the nine protected characteristics within the Equality Act 2010. The process includes looking for opportunities to promote equality that may have previously been missed or could be better used, as well as negative or adverse impacts that can be removed or mitigated, where possible. If any negative or adverse impacts amount to unlawful discrimination, they must be removed.

