



# Equality, Diversity & Inclusion Policy

## 1. POLICY STATEMENT

It is the policy of Doctore On Track Training Services Ltd to be completely dedicated to ensuring all personnel (either employed or sub-contracted), any visitor and any candidate being trained and/or assessed by Doctore On Track Training Services Ltd are treated with the upmost respect always. Under no circumstances shall any individual be discriminated against and all individuals shall have equal opportunity of access to employment and/or services.

This policy demonstrates how Doctore On Track Training Services Ltd celebrates and values the diversity of its learners and employees and is committed to equality of opportunity for all. This policy intends to provide general guidance and advice to team members, learners, managers and employers.

The Company will ensure that people with diverse characteristics and backgrounds consider Doctore On Track Training Services Ltd to be a learning provider and employer of choice. We want everyone that works or learns with Doctore On Track Training Services Ltd to reach their full potential, in an environment which is respectful and that accepts individual difference.

At Doctore On Track Training Services Ltd we are committed to advancing equality of opportunity, regardless of age, disability, gender or gender identity, race, religion or belief, sexual orientation, or social background and family responsibilities. This includes people from socially disadvantaged families as well as from deprived or remote geographical areas.

In particular, the Company strives to:

- Encourage the participation of learners of all abilities
- Provide a safe and welcoming physical and learning environment
- Develop its facilities and courses to improve access and widen participation
- Offer support to meet individual learner and employee needs
- Ensure its recruitment process are fair and transparent
- Ensure that the company is an environment that is free from discrimination, bullying or harassment

This policy should be viewed in the context of the Equality Act 2010 and the extent of protection it provides. This right is further protected by law under the Equality Act 2010 which prohibits any discrimination on the following:

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



## **2. PRINCIPLES**

Doctore On Track Training Services Ltd celebrates and values the diversity of its learners and team members and is committed to equality of opportunity for all. The company resolves to eliminate discrimination or other unfair treatment against any of its team members, potential team members, learners or users.

Doctore On Track Training Services Ltd wishes to be recognised as an organisation which provides excellent employment and learning opportunities. We are committed to complying with the relevant legislation and where possible will endeavour to exceed this creating a culture of inclusivity where everyone is treated with respect and dignity. Doctore On Track Training Services Ltd does not tolerate any prejudicial behaviour by any member of staff.

Our commitment:

### **Marketing and Access to learning**

- A Learner support policy is currently in place to encourage applications from all sections of the community and from all levels of ability
- The company will ensure that admission procedures are user friendly and avoid unnecessary barriers to access for intending learners
- The company will continue to identify and respond to learning needs within the community and will encourage widening participation from under represented, Disadvantaged or excluded groups.
- The company will make clear our expectations and commitments to equality and diversity in our marketing materials and events, during the learner registration process and again during induction.

### **The Learning Environment**

- The company is committed to the development of learning environments that are welcoming and safe for all learners.
- The company will continue to develop its facilities and accommodation to improve access for learners with learning difficulties and or disabilities.

### **Teaching, Learning and Assessment**

- Trainers and assessors will ensure that teaching and learning materials and delivery methods are free from bias, avoid stereotyping and discrimination.
- Awareness raising of equality and diversity issues will be part of the general induction and tutorial programme for learners.
- The company will ensure that learners with learning difficulties and/or disabilities receive appropriate additional support to meet individual learner needs to reach their potential. The company will provide a range of support services and facilities which will enable learners with particular physical, social and cultural needs to participate fully in the training or assessment programme, including:
  - additional support with learning
  - personal counselling
  - Resources are available in formats appropriate to the needs of individual learners, including the use of specialist equipment where appropriate.



## **Recruitment, Training and Development**

- Doctore On Track Training Services Ltd will treat all team members with respect and dignity and seek to provide a working environment free from harassment, discrimination and victimisation.
- The company will not tolerate any form of discriminatory behaviour against its team members, either from other team members, learners or members of the public.
- Individual training and development needs will be identified through the Induction and ILP process.
- Ensure progression opportunities are available to all team members
- Ensure all policies and procedures promote equality of opportunity and are not unlawfully discriminatory in their operation.
- Applicants are not treated less favourably because of disability, age, gender, sex, race, religion or belief, pregnancy or maternity, marriage or civil partnership, gender reassignment and sexual orientation.

Doctore On Track Training Services Ltd will abide by its current statutory duties for learners and team members, in line with its obligations under the Equality Act 2010 and resulting duty to:

- Eliminate discrimination, harassment and victimisation (harassment and victimisation and any other conduct prohibited by the Act).
- Advance equality of opportunity (between people who share a protected characteristic and people who do not share it) and
- Foster good relations between different groups (between people who share a protected characteristic and people who do not share it).

## **3. SCOPE AND LIMITATIONS**

This is an overarching policy on equality and diversity that applies across all areas of the Company, including employment, teaching and learning, procurement and marketing and admissions. This policy should not be read in isolation but cross referenced with all associated policies, procedures and practices.

Doctore On Track Training Services Ltd will operate within the legislative framework of the Equality Act 2010 and views discrimination against any learner or team member on any grounds as a serious disciplinary offence. The Company will not tolerate any forms of discrimination based upon:

- Direct discrimination
- Indirect discrimination
- Associative discrimination
- Perceptive discrimination
- Harassment, including sexual
- Victimisation
- Third party harassment

Doctore On Track Training Services Ltd will not tolerate any form of discrimination, bullying or harassment on the grounds of:

- Age, disability, gender; gender reassignment, maternity and pregnancy, race, religion or belief, sexual orientation, marital or civil partnership or socio-economic status.

Breaches of this policy will be regarded as misconduct and will therefore be subject to the learner Complaints procedure.



#### **4. RESPONSIBILITIES**

This policy applies to all team members, including agency staff, learners, employers, work placement providers, visitors, and contractors and sub-contractors.

##### **Doctore On Track Training Services Ltd Management**

They are responsible for ensuring that team members and learners are familiar with their roles and responsibilities and the content of this policy. It is committed to providing support and equality and diversity training to promote a positive and inclusive culture for learning and for work. The Managing Director is responsible for monitoring the profile of the learner and team member profiles by age, gender, race and disability.

##### **Team Members and Learners**

All team members and learners are responsible for ensuring the implementation of this policy, and for their own conduct. All team members shall challenge discriminatory behaviour by learners, placement providers, outside contractors and other team members. It is the duty of all team members and learners to avoid unfair discriminatory practices.

Doctore On Track Training Services Ltd is committed to the general health and wellbeing of its learners and team members, and encourages them to develop positive relationships, to respect others and to celebrate diversity. Bullying or discrimination or any other form of discriminatory behaviour will not be tolerated. Safeguarding procedures are in place to ensure that learners have a safe and secure environment.

Doctore On Track Training Services Ltd will seek to provide a supportive environment for those who make claims of discrimination or harassment according to the principles outlined in this document.

#### **5. IMPLEMENTATION ARRANGEMENTS**

New team members are made aware of the policy and procedures during the formal Doctore On Track Training Services Ltd induction process. Updated and amended procedures are disseminated and reinforced in training sessions and team meetings. Team members have access to this policy on the Doctore On Track Training Services Ltd shared drive. A copy of this policy will be available to all learners on commencement of the course.

In the event that Doctore On Track Training Services Ltd requires guidance concerning CPCS Candidates with disabilities, NOCN Job Cards Quality Assurance Personnel should be contacted.

#### **6. MONITORING AND REVIEW**

The Equality and Diversity Policy is subject to regular review. The policy and the implementation arrangements which underpin it will be formally reviewed on an annual basis. This review will take into account the views of team members and learners and relevant legislation.

Complaints made to Doctore On Track Training Services Ltd on grounds associated with equality and diversity are actioned and analysed to establish any trends.

#### **7. DEFINITIONS**

Protected characteristics are the grounds upon which discrimination is unlawful.

Direct Discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have.



Associative Discrimination already applies to race, religion or belief and sexual orientation. This is now extended to cover age, disability, gender reassignment and sex. It occurs when you treat people less favourably because they are associated with someone who has a protected characteristic (other than pregnancy and maternity).

Perceptive Discrimination already applies to age, race, religion or belief and sexual orientation. This is now extended to cover disability, gender reassignment and sex. It means direct discrimination occurs against an individual because others think they have a particular protected characteristic. It applies even if the person doesn't actually possess that characteristic.

Indirect Discrimination already applies to age, race, religion or belief, sex, sexual orientation and marriage and civil partnership. This is now extended to cover disability and gender reassignment.

Indirect discrimination can occur when Doctore On Track Training Services Ltd has a condition, criteria rule, or policy that applies to everyone but particularly disadvantages people who share a protected characteristic. It doesn't matter if it was unintentional, it matters if your action disadvantages a person compared with a person who does not share that characteristic.

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'. Harassment applies to all protected characteristics except for pregnancy, maternity, marriage and civil partnership. Team members will be able to complain of behaviour they find offensive – even if it is not directed at them. Team members do not need to possess the relevant characteristic themselves and are also protected from harassment because of perception and association.

Third Party Harassment occurs already applies to sex and is now extended to cover age, disability, gender reassignment, race, religion or belief and sexual orientation. The Equality Act makes the College potentially liable for harassment of team members and learners by people (third parties) such as clients or customer and contractors of the employer/provider.

For an employer to be liable:

- the harassment must have occurred on at least two previous occasions (although not necessarily by the same harasser or suffering the same type of harassment);
- it must be aware that the previous harassment has taken place; and
- it must have failed to take reasonable steps to prevent harassment from happening again.

Victimisation occurs when a team member is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act, or because they are suspected of doing so. If you treat a person less favourable, because of this then this will be classed as unlawful victimisation.

A 'protected act' is:

- Making a claim or complaint of discrimination (under the Equality Act).
- Helping someone else to make a claim by giving evidence or information.
- Making an allegation that you or someone else has breached the Act.
- Doing anything else in connection with the Act.

(Source: The Equality and Human Rights Commission (EHRC) 2012)

Failure to make reasonable adjustments happens when the Doctore On Track Training Services Ltd fails to make reasonable adjustments for a disabled person, to avoid the disabled person being placed at a substantial disadvantage when compared to a non-disabled person.



## 8. SUPPORTING/RELATED INFORMATION

### Complaints

All complaints relating to harassment and bullying will be dealt with using the Complaints and Grievance Procedure and Notification of Complaints Form.

Further useful sources of information are listed below:

Network Rail Guide – Everyone Matters Guide to Inclusive Learning

[www.equalityhumanrights.com](http://www.equalityhumanrights.com)

[www.equalities.gov.uk](http://www.equalities.gov.uk) Assessment Malpractice Policy

It is the responsibility of Doctore On Track Training Services Ltd to ensure this policy is strictly adhered to and any individual/s breaching this policy shall be dealt with in line with our Disciplinary Procedure.

All policies are regularly reviewed to ensure strict compliance. This policy shall be reviewed annually in line with government legislation to ensure compliance.

Signed

A handwritten signature in black ink, consisting of several overlapping, stylized strokes.

Managing Director  
31<sup>st</sup> December 2024