

## EQUALITY AND DIVERSITY POLICY AND PROCEDURE

Equality of opportunity is a key and integral part of LWDW's values. LWDW wants to be a truly open, accessible and diverse organisation, and is committed to the principle of equal opportunities in employment and education, regardless of a person's gender, race, sexual orientation, age, disability or religious belief, or other specific factors which result in discrimination.

To achieve this we need to ensure that our policies and practice enable access for everyone, and do not place any unnecessary barriers to anyone becoming involved or accessing our services and courses. We will apply policies that are fair, equitable and consistent to all staff, learners and external contacts.

This policy covers all aspects of LWDW's provision, relating to all staff and supporters. LWDW will ensure that all prospective employees, staff and learners are accorded equal opportunity in matters relating to enrolment, recruitment, selection, the learning experience, training, promotion, and terms and conditions of employment for jobs of equal value.

### Good Practice

We will endeavour to ensure that the following good practice informs the actions of staff and learners at all times. Living Well Dying Well:

- seeks to ensure equality of opportunity and treatment for everyone in relation to all of its activities.
- recognises the existence of discrimination and is committed to making changes in any area of LWDW's practice where there is evidence of failure to provide an appropriate and professional service. It is committed to addressing areas of institutional failure in relation to issues of religion, racism, gender, sexism, ageism, disability, sexual orientation or other inequalities.
- will work actively towards eliminating discrimination, harassment and bullying because of race, colour, ethnic origin, gender, religion, marital status, disability, sexual orientation, age, or any other grounds.
- will investigate any alleged breach of LWDW's Equality and Diversity policy in accordance with agreed procedures. Depending on the outcome, guidance, advice, counselling and training may be offered to ensure compliance. In the event of serious or repeated breaches, LWDW's disciplinary procedures will be applied. A serious breach of the Equality and Diversity Policy and Procedure may constitute gross misconduct.
- operates within a set of agreed equal opportunities definitions, which can be found below.

LWDW will work in five key areas:

**Discrimination** - eliminating any discrimination in relation to staff, learner and employee recruitment and promotion, the purchase of goods and services and in the content, delivery and management of the curriculum.

**Harassment** - ensuring that all learners, staff and visitors can go about their business in an atmosphere free of intimidation or abuse.

**Widening Participation** - encouraging maximum access to the full range of educational provision of all social backgrounds and cultures.

**Inclusive Learning** - providing support to enable individual learners of different abilities and needs to progress through the curriculum towards successful achievement.

**Celebrating Diversity** - recognising and reflecting the positive contributions of men and women of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

### **Responsibilities**

All LWDW staff and learners have a personal responsibility for the implementation of the aims and values of this policy on a day to day basis.

LWDW Directors are responsible for promoting equal opportunities on behalf of LWDW, and for ensuring that effective policies and procedures are in place to ensure and continuously improve the quality of equal opportunities throughout LWDW.

The General Manager is responsible to the Directors for ensuring that equal opportunities are continuously promoted and comprehensively implemented in all aspects of LWDW's operation.

LWDW staff are responsible for promoting and improving equal opportunities in the range of settings they may find themselves.

### **Monitoring and Evaluation**

We will gather information on:

- the age, ethnicity, gender and disability profile of staff and learners
- the numbers and nature of complaints or grievances of harassment and discrimination

We will take any action necessary to improve in any aspect of our commitment to equality and diversity.

Reviewed: October 2020

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