

## Equality and Diversity Policy

### Introduction

As a specialist Learning and Development Consultancy, Righttrack is committed to promoting a supportive and inclusive culture for all of our employees, clients, associates, service users and other stakeholders.

This inclusive culture is reflected in our values and principles.

Throughout its activities Righttrack will treat all people fairly and equally whether they are:

- Employed by us or applying to be employed by us
- Enquiring about, or using our services
- Participating in an event provided by us
- Contracting to us or supplying goods or services

Righttrack is committed to eliminating discrimination and to achieve this will not discriminate directly or indirectly through applying conditions that cannot be shown to be justified. It will not discriminate on the grounds of age, disability, gender, gender reassignment, HIV status, parental / marital status, nationality or national origins, race, colour, ethnic origin, religion or beliefs, responsibility for dependants, sexuality or unrelated criminal conviction.

Righttrack promotes an environment that provides dignity and respect and will not tolerate bullying or harassment or other inappropriate behaviour.

All employees, associates, clients and course participants will be helped and encouraged to develop their full potential

### Learning and Development Activities

All company employees, and Associates who work on a contractual basis, will be fully informed of the company's policies and will be given access to training in respect of Equality and Diversity by group training or via e-learning programmes.

All delegates will be invited to give us feedback on whether they have been treated equitably and with respect for their background, ability or any other aspect of their diversity. The feedback results will be monitored and action will be taken whenever there is an adverse comment or complaint. Where appropriate and necessary, every effort will be made to make reasonable adjustments to ensure delegates attending any training event have fair and equal access to the learning and assessment opportunities involved.

We advise our clients of our policies and procedures in respect of Equality and Diversity and will seek to support them in their actions in respect of their own policies. Where we observe what we believe to be transgressions, we will give direct feedback to the most senior of our contacts within that company.



### **Vacancy Advertising**

Wherever possible, all vacancies will be advertised simultaneously internally and externally, and depending on the role, vacancies will be notified to job centres, careers offices, schools, colleges, with significant minority groups, as well as via job advertisements via the press and internet.

All vacancy advertisements will include an appropriate short statement on equality and diversity and advert response levels, where appropriate and in accordance with the law, will be monitored to ensure this policy is working effectively.

### **Selection and Recruitment**

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and recruitment process. First and second interviews will also have two interviewers. Reasons for selection and rejection of applicants for vacancies will be recorded.

### **Positive Action - Training, Promotion and Conditions of Service**

People from all sectors of the community will be encouraged to apply for employment with Righttrack. Wherever possible, special training will be provided for individuals to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.

Every effort will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the needs of disadvantaged and/or underrepresented groups.

Righttrack will support employees in balancing work and home life commitments and will consider requests fairly and objectively.

### **Personal Development**

Righttrack's employees will be provided with support and guidance in order to continually develop their skills and knowledge to maximise their personal growth and fulfilment of their roles. Righttrack will assist all employees in identifying their development needs through the Righttrack appraisal system and other available feedback. Employees will be encouraged in taking responsibility for their own continued professional development and supported in maintaining up-to-date records of their development. Righttrack strongly believe in supporting their employees to ensure people reach their maximum potential within the scope of a small family business.

### **Personnel Records**

In order to ensure the effective operation of the equality and diversity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, age, racial origins and disability.



Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted. Such records will be analysed and appropriate follow-up action taken.

Righttrack will be sensitive to groups and individuals and will have due regard for the principles of data protection when seeking information.

### General

The objectives of this policy are to:

- Ensure that Righttrack has access to the widest labour market and secures the best employees for its needs
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas
- Ensure that any one that participates in our learning and development programmes receives fair and equal access to opportunities, is treated with dignity and respect and has their diverse needs and preferences accommodated wherever possible

The cooperation of all employees and associates is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with Righttrack.

Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

### The Law

This policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Race Relations (Amendment) Act 2000
- Race Relations Act 1976 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Gender Recognition Act 2004
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006
- The Equality Act 2010



## Monitoring

The effective operation of this policy will be monitored by:

1. Review of feedback from delegates on our training courses each quarter
2. Enquiries to all employees and Associates annually
3. Checks with suppliers and contractors annually
4. Annual review of the policy content and wording.

Righthtrack will seek to keep up-to-date with new developments in Equality and Diversity practice and actively seek information on these issues.

The Managing Director is responsible for the effective operation of Righthtrack's equal opportunities policy.

**Signed: Kasmin Cooney**  
**Managing Director**  
**17th March 2008**

