



Document title	Equality & Diversity Policy
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Policy owner	Jon Grocock
Signature	
Position	Joint Managing Director

POLICY STATEMENT

Rebus Training Ltd is committed to supporting the promotion of Equality and Diversity for all our employees and learners.

Our culture and environment is one where:

- all individuals are treated with respect and dignity
- all employees and learners are treated solely on the basis of their abilities, knowledge, skills, potential and experience, regardless of ethnic or national origin, disability, gender, age, religion or belief, sexual orientation or other distinction.

We will ensure that this commitment to Equality and Diversity applies to all areas of our operation. We will also advise and guide employers and individuals that we support.

Rebus Training is committed to adhering to the Equality Act (2010) and through this will endeavour to eliminate unlawful discrimination, harassment and victimisation. We will endeavour to advance equality of opportunity between people who share a protected characteristic and those who do not and foster good relations between people who share a protected characteristic and those who do not.

Promoting the policy

This policy is endorsed by the senior managers and governance board.

The policy is published on the company website and as such is communicated to interested parties including apprentices, parents, employers and staff. Equality and diversity is included within the centre induction, completed with all apprentices when they start. This is then repeated in the 2nd and 3rd year induction updates at the start of each academic year.

All new staff undergo an induction period which includes support and guidance on policies and procedures.

Updates to the policy are communicated to centre staff through email, staff intranet and during staff development days.

Staff commitment towards the policy

This policy applies to all staff, students including apprentices and visitors. Staff, when they join the organisation, are required to read the policy, and confirm in writing (via email) that they have read and understood the document. Staff are also required to confirm in writing that they have read and understood any updates or changes to the document.

Tutors, assessors and apprentice liaison officers are regularly involved in delivering subjects through our wider elements programme for example, the equality act and employer rights and responsibilities. The apprentices understanding is monitored through progress reviews and questionnaires. This

generates the need for staff to maintain their currency in these areas and to be committed to Rebus Training equality and diversity policy.

Legislation

The legislation below has a particular bearing on the implementation of Rebus Training's responsibilities:

- Equality Act 2010

This legislation provides for a number of general duties which are to:

- Eliminate unlawful discrimination and harassment of persons with protected characteristics
- Promote equality of opportunity
- Promote good relations between:
 - o people of different racial groups
 - o men and women
 - o people with and without a disability

The protected characteristics as defined in the Equality Act 2010:

Protected characteristics

- age.
- disability.
- gender reassignment.
- marriage and civil partnership.
- pregnancy and maternity.
- race.
- religion or belief.
- sex.
- sexual orientation.

It is unlawful to discriminate against anyone within any of the protected characteristics.

Rebus Training Ltd as an Employer

Rebus Training will:

- ensure that our procedures reflect good practice and discourage discriminatory behaviour in relation to the recruitment, training and development, career development and terms and conditions of its employees or potential employees;
- will ensure that all employees undertake relevant equality and diversity training to make them aware of the requirements of relevant legislation and Rebus Training Ltd position regarding equality and diversity and their own responsibilities in relation to this policy and our processes and procedures.
- will encourage employees to behave in an appropriate manner at all times and to actively discourage harassment by making it clear that they do not condone or find such behaviour acceptable. Any form of harassment or inappropriate behaviour which causes offence, whether intentional or not, will

be treated seriously and dealt with in line with the company disciplinary procedure.

Staff training

Initial training and guidance is carried out at induction and throughout the probation period. This will include:

- Learning how to access the policy, procedures
- Identifying the key members of staff (senior managers) who concerns can be raised with.

Further training on changes and updates to the equality and diversity policy or procedure is carried out on staff development days.

Updates received from external organisations including safe and inclusive updates from Solvendis. Updates are shared with staff.

Rebus Training Ltd as a Deliverer of Electrical Apprenticeships and Electrical Training

Rebus Training will not discriminate against a person:

- a) in the arrangements it makes for deciding who is enrolled on a course
- b) as to the terms on which it offers to enrol the person on the course
- c) by not accepting the person's application for enrolment

Acceptance for enrolment onto an apprenticeship will be in accordance with Rebus Training's initial assessment process.

Acceptance for enrolment onto any non-apprenticeship study programmes will be in accordance with the awarding organisation (City & Guilds and Logic Certification) eligibility criteria.

Rebus Training values align with the fundamental British value of mutual tolerance and respect.

Rebus Training expects all staff, students and visitors to treat each other with respect and dignity.

We recognise that everyone has a right to their own opinions and views however it will not be tolerated if any opinions or views shared, result in intimidation or humiliation of others.

Rebus Training Ltd learners have the right to expect fair and non-discriminatory treatment whilst participating in or receiving any of our services, therefore, we will:

- assess the impact of our processes and procedures on students (including apprentices)
- implement processes and procedures to capture and monitor students (including apprentices) complaints
- monitor our provision to ensure fairness and consistency in training and assessment practice

- promote and maintain a learning environment for all, and as part of the learning process, raise awareness of equality and diversity with our apprentices, and their responsibilities in relation to legislation
- Promote a culture of respect and tolerance
Through the induction, centre rules and expectations are explained to the apprentices. This addresses expected behaviour including use of inappropriate language.
Staff are vigilant to the nature of conversations taking place in the centre. They also remain vigilant to the nature of content being accessed on personal mobile phones.
- Educating apprentices in what is acceptable behaviour and what the consequences of their action can lead to.
Wider elements delivery is carried out with every apprentice class attending the centre.
Apprentices who do not attend lessons in centre are educated in equality and diversity through the 12 weekly reviews with their Apprentice Liaison Officer and Training Adviser.
- implement effective processes for monitoring learner engagement, progression and achievement in relation to ethnic origin, disability, gender and age;
- ensure that learners treat others with respect at all times and are encouraged to actively discourage discriminatory behaviour/practice.

Rebus Training is proactive in its approach to equality, diversity and inclusivity. We have a dedicated and diverse apprenticeships team who actively promote the benefits of the electrical industry and work hard to change stereotypes. This is demonstrated through:

- Attendance at school and sixth form careers events
- Open evenings where apprenticeship applicants, parents, partners and employers can visit the centre and speak to staff
- A modern and inclusive website. All publicity material promotes inclusivity and diversity

Our aim is to allow people of any sex or race or religion to feel confident talking to us and help them make an informed decision on a career in the electrical industry. This by nature will help change stereotypes that exist in the construction industry.

Apprentice voice

Apprentices are given the opportunity to speak out using the apprentice voice engagement facility. This gives them the opportunity to comment on any matter good or bad.

Concerns and complaints

Staff understand that they can raise a concern confidentially with their manager. If the concern is regarding their manager, the concern is raised with either of the two joint directors.

- Jon Grocock
- Gary Jackson

Apprentices, other students or visitors to the centre can raise a concern by speaking to any member of staff. To raise a complaint the complaints policy and procedure can be found on our website:

<https://www.rebustraining.co.uk/about-us/policies-and-procedures/>

Following an investigation, if it is discovered that discrimination or harassment in any form has taken place disciplinary action will be taken which may result in expulsion or dismissal.

Rebus Training Ltd as an Influencer of our Employer Base

Rebus Training will:

- During initial vetting and signup (onboarding) the apprentice, make employers aware of our Equality and Diversity policy and ensure that they are meeting or working towards relevant legislation
- promote equality, diversity and inclusivity during apprentice progress reviews
- promote equality, diversity and inclusivity within our marketing materials
- signpost employers and apprentices to appropriate advice, guidance and support on Equality and Diversity legislation.

Compliance and Review

Rebus Training Ltd will undertake an annual review of the Equality and Diversity Policy and any processes referred to within these documents, to reflect new legislation and amendments to current legislation.

Rebus Training will also use the self-assessment process to measure its own progress and work towards continuous improvement.

Accountability

The accountability for meeting the statutory duties and for the delivery of the Policy rests with the Rebus Training's Directors.

The person responsible for implementation of this policy:

- Jonathon Grocock (Joint Managing Director)