



CLAIRE COLLINS
consultancy

Equality, Diversity and Inclusion Policy

Claire Collins Consultancy (CCC) celebrates and values the diversity brought to its workforce by individuals and believes that CCC will benefit from employing a diverse workforce which represents our learner profile and the surrounding communities by providing positive role models for both learners and staff. We promote equality, diversity and inclusion to all our staff and learners and value difference.

General Principles

- CCC is committed to equality of opportunity for all employees and learners regardless of their status and will treat all employees with dignity and respect.
- CCC will create a positive inclusive ethos with a shared commitment to challenging and preventing stereotyping, prejudice and discrimination between all members of CCC community.
- CCC will seek to promote a positive working environment free from discrimination, harassment or victimisation.

Scope

The Equality Act (2010) harmonised previous equality legislation and we are committed to the provisions in the Act in regard to;

- Disability discrimination provisions
- Protected characteristics; age, gender re-assignment, pregnancy and maternity, religion and belief, sexual orientation, race, sex, disability, marriage and civil partnership.
- Positive action
- The public sector equality duty.

This Policy, applies to all members of the CCC community including all those who come into contact with CCC. The policy covers discrimination in all the protected characteristics and also applies to physical appearance, status as ex-offenders and trade union membership.

The Policy applies to all areas of CCC activity, in particular, focus will be directed to:

- Strategic planning
- Policy development
- Curriculum development and delivery
- Marketing
- Business development



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- Support services
- Employment practice
- Partnership arrangements

Role and responsibilities

All members of the CCC community are personally responsible for applying the CCC policy and ensuring they are aware of CCC statutory duties in relation to the Equality Act. Specific responsibilities lie with the:

Director and Directorate, who are responsible for:

- Taking the lead in creating a positive, inclusive ethos that challenges inappropriate behaviour on the part of managers, staff or learners.
- Ensuring all aspects of CCC policy and activity are sensitive to discriminatory issues.
- Ensuring all CCC publicity material presents appropriate and positive messages about protected characteristic groups.
- Providing appropriate training and development to support the appreciation and understanding of diversity.

Staff, who are responsible for ensuring that:

- Their schemes of learning, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity and meets the individual needs of learners;
- They challenge inappropriate behaviour by learners, work placement providers, outside contractors or other members of staff;

Support

CCC has informal and formal processes in place to assist any person in raising a complaint

of discrimination, harassment or victimisation in accordance with the Grievance Procedure or the

Harassment and Bullying Policy.

No individual will be penalised for raising such a complaint unless the substance of the complaint is

untrue or the complaint is made in bad faith, for example out of malice in which case false

accusation following an investigation will be subject to disciplinary action.

BREACHES

Any member of staff or learner who harasses any other member of staff or learner on any grounds



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will be subject to CCC Misconduct Procedure. In all such cases, persons found guilty of such behaviour following a proper investigation and hearing will face disciplinary action.

Approved by:

Date:

The Director

April 2016

Intranet

Director

Location of Policy:

Person Responsible:

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