



BRIGHT CENTRES

WORKING TOWARDS A BRIGHTER FUTURE

Equality and Diversity Policy

Policy Date: September 2023

Review Date: September 2024

Bright Centres is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

Bright Centres - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The organisation commits to:

- Encourage equality, diversity and inclusion in the centre as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- All staff should understand they, as well as managing staff can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be

taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by senior management. Details of the organisation's grievance and disciplinary policies and procedures can be found at the complaints procedure statement. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Bright Centres is fully committed to the principle of equal opportunities in recruitment and employment. Bright opposes all forms of unlawful or unfair discrimination including those on the grounds of

- Age
- Disability
- Ethnic or national origin
- Race
- HIV status
- Religion
- Sex
- Sexual Orientation

Bright aims to treat all employees and service users with dignity and respect, and to provide a working/learning environment free from all discrimination. It will conduct its affairs at all times in a manner that is consistent with this aim.

Bright believes that it is in the organisation best interest, and of those that work/study in it, to ensure that the human resources, talents and skills available throughout the country are considered when employment opportunities arise.

To this end, within the framework of the law, Bright is committed to achieving and maintaining, whenever practicable, a workforce which broadly reflects the entire country.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay and career management are based solely on objective and job-related criteria.

Criteria for dismissal, including redundancy, expulsion will be solely those consistent with the provisions of Bright disciplinary and Dismissals/Expulsion Procedure and the Employment Stability Policy/Learning Agreement.

Bright will comply with the spirit as well as the letter of legislation. The existence of law cannot itself ensure that any policy of non-discrimination will work effectively – it is up to the Management, employees and students themselves to promote equality of opportunity for everyone.

Individual employees and service users, therefore at all levels are responsible for ensuring that their own conduct, in the exercise of Bright's affairs is consistent with this equal opportunity policy. In particular they must not:

- Discriminate against colleagues, other employees, job applicants or service users or harass them/induce or attempt to induce other employees/students to practice unlawful discrimination or provided information about such discrimination.
- Management and supervisors at all levels are expected to set an example in non-discriminatory behaviour and to ensure as far as reasonably practicable that employees/service users act in accordance with this policy.
- Bright supports the principle and use of monitoring to ensure the effective operation of the policy. This will be undertaken by the Equal Opportunities Development Officer who will report their findings annually to the Management. All monitoring will respect the confidentiality of the individuals concerned.
- Bright will treat seriously any breaches of this policy and all instances of actual or alleged inappropriate behaviour, will be fully investigated and may be subject to Bright's disciplinary procedures.

- Grievances concerning discrimination will be investigated in accordance with Bright's normal Grievance procedure.
- Bright will identify any scope for the provision of training and encouragement to assist in overcoming barriers to progression and appointment.
- In order to achieve implementation of the policy, Bright will ensure that this Policy Statement is brought to the attention of all employees and service users.

Impact on Students/Staff: Members of Bright Community have the right to:

1. Effective support to succeed in their personal goals
2. Be treated fairly in all aspects of their involvement at Bright
3. Be treated with respect by all members of Bright community
4. Be valued for their contribution to their life of Bright in an environment which;
5. Encourage each and every person to contribute fully on an equal basis
6. Is free from discrimination, harassment, and bullying
7. Is supportive of Equality and Diversity
8. Takes sensitive, supportive and effective action if discrimination, harassment and or bullying is suspected

Impact on diversity:

This is an inclusion policy

Impact on Health & Safety:

The policy is seeking to provide a safe and positive nurturing and working environment free from discrimination, harassment or victimisation.

Impact on data protection/Freedom of Information:

The policy will be accessible through the website and upon request.

Link with Organisation Development Plan:

Demonstrate an outstanding commitment to inclusion.

Communication/Consultation Plan:

The policy will be accessible on the Bright policies are on the Bright website. Consultation will take place through senior management and student representatives. Policy summary statement will be included in all staff and service user handbooks.

Process of review:

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The Policy will be reviewed and updated on an annual basis or with legislative changes.

Process of review of effectiveness:

The effectiveness of the policy is reviewed throughout the year by the senior management team with achievement of actions monitored against the single equality action plan.

Legal authority:

Bright aims to comply with and exceed the requirements of relevant legislations and associated guidelines including:

- Equality Act (2010)
- Race Relations Act (1976, amended 2001)
- Disability Discrimination Act (2005)
- Special Educational Needs and Disability Act (2001)
- Employment Equality (Religion and Belief) Regulations (2003)
- Employment Equality (Sexual Orientation) Regulations (2003)
- Employment Equality Age Regulations (2006)
- Work and Families Act 2006

This list is not exhaustive.

Updated on September 2024