

# The GTA Equality & Diversity Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carer's, and visitor) who access the GTA.

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## **Introduction**

Doncaster, Rotherham and District Motor Trades GTA Ltd (GTA) believes that all people have a right to services and employment which are free from all forms of unlawful and unfair discrimination on the grounds of age, class, gender, gender reassignment, race, nationality or citizenship, ethnicity, religion or belief, political persuasion, disability, HIV status, marital status and sexuality.

The GTA aims to ensure that every individual is treated fairly and equally and that decisions on recruitment, employment, education, selection, training, promotion, career management and provision of other benefits are based solely on objective and job related criteria.

## **Responsibility**

The Executive Directors of the GTA have ultimate responsibility for the equality and diversity policy. Every member of the GTA is required to support this policy and ensure discrimination does not occur.

## **Objectives**

Equality of opportunity is crucial to good practice in any organisation and fairness of opportunity for all is a basic right.

This policy is therefore underpinned by the following:

- To deliver equality and diversity throughout organisational policies, procedures and practice and develop an ethos which respects and values all people
- To challenge discrimination and lack of opportunity and encourage other organisations and individuals to do the same to actively promote equality of opportunity
- To create a culture that respects and values an individual's differences and recognises that difference/diversity is an asset to our organisation both to its work and the people it serves
- To eliminate all forms of unfair discrimination, bullying, harassment or other oppressive behaviour.
- No form of intimidation, bullying or harassment will be tolerated
- Take positive action to provide encouragement and support to individuals and groups whose progress has been limited by stereotyping and cultural expectations and to prepare candidates for life in a diverse society
- To ensure all employees, volunteers, candidates and collaborative partners are aware and encouraged to support the objectives of this policy
- Promote good relations amongst people within the organisations community and the wider communities within which we work
- Do our best, within available resources, to remove barriers which limit or discourage access to GTA training provision and activities

Monitor the implementation, set targets for improvement and evaluate the impact of equality and diversity action

### **What is equality?**

Equality is ensuring individuals or groups of individuals are treated fairly and equally and no less favorably, specific to their needs, including areas of race, gender, disability, religion or belief, sexual orientation and age.

### **What is diversity?**

Diversity aims to recognise, respect and value people's differences to contribute and realise their full potential by promoting an inclusive culture for all staff and candidates.

### **Policy Promoting**

The GTA promotes and communicates the Equality & Diversity policy via a number of channels, such as:

**Downloaded from the website** - The GTA website site has policy sub-section where apprentices, parents/guardians, employers and staff can download the GTA's policy for equality and diversity at their own convenience.

**'Hot Topics'** – The produces a comprehensive list of 'Hot Topic' on a monthly basis which delivery and assessment staff are expected to embed into teaching and delivery. The 'Hot Topics' consist of annual world events which relate to equality and diversity subjects.

**Newsletters** – The GTA creates a seasonal newsletter which is may available to apprentices and sent to employers. The newsletter summarises changes within the company, this could be new members of staff, changes in position or a new policy.

**Facebook and Twitter** – The GTA uses social media platforms to communicate good practice, events, new training etc. which relate to equality & diversity.

**Discussed on learner inductions** – GTA staff cover items from equality, diversity, prevent and British values as part of the induction delivery process, learners receive a bespoke induction booklet which contains codes of conduct.

**All staff have access to a shared drive containing company policies** – All GTA staff have access to the 'GTA Shared Drive'. The shared drive provides the access to read or download all company policies as and when they require.

**Staff Interviews** – when new job roles are created or are available, interviews are conducted in a non-discriminatory fashion. Equality and diversity plays a critical part of the interview process,

interviewees are asked specific questions relating to equality and diversity which are marked and recorded. The company's belief, expectations and policy principles are explained.

**Staff handbook** – New staff inductions cover equality and diversity, prevent and British values as part of the induction process. New staff receive a comprehensive staff handbook which details the organisation's commitment to respecting that individuals or groups of individuals are treated fairly and equally and no less favourably, specific to their needs, including areas of race, gender, disability, religion or belief, sexual orientation and age.

Our goal is to ensure that equality and diversity is embedded in everything we do as an organisation.

**Equality promoting** – The GTA is currently developing a short training course aimed prominently aimed at women in relation to car and vehicle maintenance include tasks such as changing a wheel. The course will be designed to challenge stereotypical gender types and the perception of women in a heavily male dominated environment.

### **Ethnic Minority Participation and Achievement**

Our policy is to monitor participation and achievement by different groups, continuously encouraging increased participation from minority groups. Historically, achievement by learners from ethnic minority groups has been exceptionally high with overall and timely success rates being above the overall average for Doncaster GTA and for some groups stand at 100% achievement. Our objective is to grow participation from ethnic minority groups responding to any individual support needs as appropriate

### **Learners with Disabilities or Complex Needs**

Learners with severe or complex needs do not usually apply for this kind of physical apprenticeship. However those with some level of disability are included and supported effectively to achieve and reasonable adjustments to practical sessions are made.

### **Monitoring of Compliance and Achieving the Organisation's Commitment**

The organisation is committed to ensuring that services are provided that embrace diversity, promote equality of opportunity and access. As an employer and provider of educational services we are also committed to equality and valuing diversity within our group of employers, learners and workforce. Our goal is to ensure that this commitment is embedded in our day to day working practices. All feedback, both formal and informal, from candidates, employers, and clients or other interested parties, is reviewed by the GTA. If any changes to the centre's policies or procedures are considered necessary to maintain compliance, these are actioned as soon as possible.

### **Training & Information**

## **Staff Training**

Equality and Diversity has its own agenda item in both Full Staff and Quality meetings where items relating to this subject area can be discussed and debated. All employees complete an e-learning training programme for equality & diversity and prevent.

Items such as-

- Change in government policy
- Change in GTA policy
- Training resources for staff
- Training resources for learners
- Examples of good practices inside and outside the centre of embedding training for apprentices
- 'Hot Topics' provide a new monthly subject area to discuss in training delivery

Both meetings play a critical role in keeping all staff informed of changes or the requirement to upskill to meet any new legislation.

## **Apprentices**

Training and delivery staff embed this policy at every opportunity when providing contracted services for apprentices and employers. Training and Delivery staffs incorporate current and historical world events in relation to equality and diversity at appropriate points during the Scheme of Work.

All learners complete an e-learning training programme for equality & diversity and Prevent.

## **Recruitment for new Staff & Apprentices**

Job advertisements will be non-discriminatory, similarly on and offline advertisements will be diverse and inclusive, targeting all suitable potential job applicants.

Job applicants or employees shall not receive less favourable treatment on grounds that are discriminatory, in any form.

Our staff will not discriminate directly or indirectly, or harass candidates or clients because of age, disability, gender/gender reassignment, marriage /civil partnership, pregnancy /maternity, race, religion or belief, sex, or sexual orientation.

Any selection criterion is based upon merit and the ability to do the job, regardless of sex, race, disability, age, sexual orientation, religion or philosophical belief.

## **Policy Review**

Doncaster, Rotherham and District Motor Trades GTA review their policies and procedures on an annual basis from the issue date (shown at the front of this document).