

## **Policy Name: Equality and Diversity Version 1.2**

## Part 1: Equality and Diversity

The purpose of this policy is to provide diversity and equality to all in employment, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status and social class.

All employees, apprentices and customers will be treated fairly, equally and with respect.

Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

### Our commitment:

- Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Breaches to our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

### Company Reach

Intequal has a national reach across England and enrolls learners from varied backgrounds and socio-economic circumstances. Intequal deal with an array of companies across many sectors catering for SME's to larger multi-site organisations and are actively looking to increase this work. To achieve this Intequal has made a significant investment into marketing including a restructure of the marketing department. This has included the hiring of a new Senior Digital Marketing Executive. This restructure has brought in a new strategy for marketing, including:

- Growth in social media channel audiences from increased frequency of messaging from weekly and in some cases twice monthly on all 4 social media channels (LinkedIn/Twitter/Facebook/Instagram)
- Defined target audiences within each channel, for example, Instagram (young people interested in careers in IT/digital)/LinkedIn – HR/IT Managers interested in developing their team skills and recruitment needs
- Tailored content accordingly by being strategic about the topics/content shared, for example, to help colleagues use as conversation starters with new and existing contacts and/or engage new target audience interest
- Promoted “social selling” concept through staff training organised around LinkedIn for BDMs/Resourcers
- Internal communications tool (‘Insider’) developed to support better knowledge share throughout the organisation

Increased reach, to a more targeted audience has also been achieved by completing the following:

- As above in terms of “targeted audience” approach to achieve specific outcomes in line with recruitment goals in line with equality and diversity
- Joined in with National Apprentice Week themed campaign in March 2019 including our Graduation Ceremony
- Introduced ‘Like Tech, Love Digital’ campaign in quarter 4 to give us a new messaging approach specifically to capitalise on and improve candidate acquisition pipeline in this period

## Ethnic Representation

The table below (February 2021, from PICS analysis) illustrates the current ethnicities on programme. Marketing and engagement by the company using social media and events has helped to engage with diverse and often underrepresented groups. This project is still under development, with the target to improve the diversity of apprentices joining programmes over the coming year. The senior team at Intequal are provided with reports throughout the year to monitor engagement, recruitment and retention to understand any variances in performance and what actions are required to improve this.

Ethnicity	R01	R02	R03	R04	R05	R06
African	2	2	2	3	3	5
Any other Asian Background	2	2	1	1	1	2
Any other ethnic group	1	1	1	1	1	1
Any other Mixed / multiple ethnic background	1	1	1	1	1	1
Any Other White Background	6	7	8	10	10	10
Arab						1
Bangladeshi	2	2	2	2	2	2
Caribbean	4	4	4	4	4	4
Chinese				1	1	1
English / Welsh / Scottish / Northern Irish / British	232	257	272	300	301	316
Indian	11	11	11	11	12	13
Irish			2	2	2	2
Not Provided	2	2	2	2	2	2
<b>Total</b>	<b>280</b>	<b>306</b>	<b>324</b>	<b>358</b>	<b>361</b>	<b>383</b>

(PICS, 2021)

## Gender

The table below show the gender divide of Intequal apprentices February 2021.

Collection	Female	Male	Total
R01	53	227	280
R02	59	247	306
R03	59	265	324
R04	72	286	358
R05	76	285	361
R06	79	304	383

(PICS, 2021)

Intequal has seen a steady increase in female participation on apprenticeship programmes since RO1, as show in the above table. The adoption of apprenticeship standards; Digital Marketing and Technical Sales has seen an increase in the number of females joining programmes. The attendance at recruitment and career fairs by the Sales/Resourcing team and relationships formed with schools and colleges has given Intequal the opportunity to communicate with a greater number of females to attract them onto an apprenticeship. In general, the increase in female participation seen by Intequal is in line with the industry average. Further developments at Intequal are focused on; language used to engage with women, flexibility in how apprenticeship jobs are created, value added support, and courses that develop career pathways.

### Additional Support/Needs

The table below shows the number of learners with additional support/needs. The team has been trained on how to support learners, and a further investment into Cognassist has provided detailed reports and actions required that tailor support for each learner.

Collection	Diff/ Disab/ Oth	None	Total
R01	41	239	280
R02	46	260	306
R03	43	281	324
R04	46	312	358
R05	47	314	361
R06	50	333	383

The above table shows and increase in participation of learners with additional learning needs from R01 to R06.

## Part 2: Harassment and Bullying Policy

### Purpose

The Company aims to create a working environment that respects the dignity and rights of all employees and learners. Also, where individuals have the opportunity to realise their full potential. The aim of the Company's policy is to support this ethos and to strive to prevent harassment and bullying from occurring.

### Our Commitment

The Company will not tolerate any form of harassment or bullying and is committed to ensuring that employees and learners are able to work confidently and without fear of harassment, bullying or victimisation. Therefore, if a complaint is made to the Company, it will be investigated promptly, and appropriate action will be taken in line with the Company's policy. Where a person is found to have committed a serious act of bullying or harassment, this will be dealt with under the disciplinary procedure and may be viewed as gross misconduct, which could result in summary dismissal. Where a learner is found to have harassed or bullied an employee, the Company will deal with this under the learner disciplinary procedure, which could result in expulsion. Where an employee reports an incident of harassment or bullying by a third party, staff, or learners, the Company will take immediate and appropriate action.

To meet our commitments, the Company undertakes to publicise its policy fully and to ensure that employees understand their rights and responsibilities. All employees and agency workers will be made aware how to access the policy, either via the Company Intranet or in hard copy. In addition, the Company will make contractors, consultants and

seconded aware of its policy. Visitors to the Company will also be made aware of the Company's stance on bullying and harassment.

## Legislation

Individuals are protected from harassment and bullying under the following legislation:

- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Disability Discrimination Act 2005
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equality Act 2010
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Employment Rights Act 1996
- Criminal Justice Public Order Act 1994
- Protection from Harassment Act 1997

Under these pieces of legislation, an employee may be held individually liable for an act of harassment, as well as the Company being held vicariously liable for that employee's act.

## Background

Where harassment and bullying occur, they cause serious repercussions for the employer and employees. They can affect people's health, work performance and the success of the Corporation. Bullying, as a cause of stress at work, should be regarded as a workplace health and safety hazard.

## Definition of Harassment and Bullying

### Harassment

Harassment occurs when an individual is subjected to unwanted conduct which has the purpose (intentional) or effect (unintentional) of:

- \* violating a person's dignity, or
- \* creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual, or
- \* continuation of small acts of detrimental treatment.

Moreover, harassment is unlawful when it is on the grounds of sex, gender reassignment, race, ethnic or national origin, sexual orientation, age, religion/belief, or for a reason relating to a person's disability. It is also unlawful to subject an individual to sexual harassment, or to harassment on the grounds of that individual's membership or non-

membership of a trade union, or, in Northern Ireland, on the grounds of an individual's political belief.

The Company will not tolerate harassment or bullying in any form.

It is the individual's perception of whether the conduct in question was unacceptable that is important in determining whether harassment occurred. Where the conduct in question is found to have been unintentional, it will be viewed as having the effect of harassment if this could be regarded as a reasonable conclusion when considering all the circumstances, including the complainant's perception.

## Bullying

Bullying, although not defined legally, is described as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.