

Policy Name: Equality and Diversity Version 1

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 that 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 deals with an array of companies across many sectors catering for SMEs to larger multi-site organisations and are actively looking to increase this work. To achieve this Intequal has made a significant investment in curriculum, including new resources, and software platforms.

- Growth of company resources around current affairs and British values. This promotes inclusiveness across our apprenticeship programmes.
- Inset days to provide training to the delivery team, keeping staff up to date with British values.
- Additional resources in enrolment forms, this includes equality and diversity. During enrolment, learners are taught why equality and diversity is important in their current place of work.
- Apprentice newsletters were developed to encourage awareness around equality and diversity.
- Internal communications tool ('Insider') developed to support better knowledge sharing throughout the organisation internally with staff. Our employees are then able to filter this knowledge and inclusive culture down to apprentices, applicants, and business partners.

Ethnic Representation

The table below (September 2021, from Self-Assessment Report (SAR)) illustrates the current ethnicities on the programme. Marketing and engagement by the company using

social media and events have helped to engage with diverse and often underrepresented groups. 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 | Total | % |
|---|--------------|----------|
| African | 6 | 1.17% |
| Any other Asian background | 4 | 0.78% |
| Any other ethnic group | 2 | 0.39% |
| Any other Mixed/multiple ethnic background | 3 | 0.58% |
| Any other White background | 14 | 2.73% |
| Arab | 0 | |
| Bangladeshi | 2 | 0.39% |
| Caribbean | 5 | 0.97% |
| Chinese | 2 | 0.39% |
| English / Welsh / Scottish / Northern Irish / British | 431 | 84.02% |
| Indian | 16 | 3.12% |
| Irish | 3 | 0.58% |
| Not provided | 0 | |
| Pakistani | 10 | 1.95% |
| White and Asian | 6 | 1.17% |
| White and Black African | 4 | 0.78% |
| White and Black Caribbean | 5 | 0.97% |
| Total | 513 | |

(SAR, 2021)

Gender

The table below shows the gender divide of Intequal apprentices September 2021.

| Gender | Total on Programme | % |
|---------------|---------------------------|----------|
| Male | 410 | 79.92% |
| Female | 103 | 20.08% |

Intequal has seen a steady increase in female participation on apprenticeship programmes, as shown 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. In general, the increase in female participation seen by Intequal is in line with the industry average. Further developments at Intequal are focused on; the language used to engage with women, flexibility in how apprenticeship jobs are created, value-added support, and courses that develop career pathways. Intequal internally recruits women into technical and training roles. This helps encourage women into the industry.

Additional Learning Needs

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

| Additional Learning Needs | Total on Programme | % |
|---------------------------|--------------------|-----|
| Yes | 77 | 15% |
| No | 436 | 85% |

During this financial year funding rule proposals were made to reduce the amount of funding for assessments of additional learning needs. Intequal, and other training providers pushed back on proposals, which were then revoked. This allows for all learners to be assessed, in turn, support can then be provided to even learners without a formal diagnosis of an additional learning need.

Age at Start

| Age at Start | Total | % |
|--------------|-------|--------|
| 16-18 | 164 | 31.97% |
| 19-24 | 272 | 53.02% |
| 25+ | 77 | 15.01% |
| Total | 513 | |

Intequal encourages learners of all ages to join the programmes. This is to encourage upskilling of staff and make career changes options for those who wish to start something new. Over previous years, Intequal have seen an increase in the average age of learners on the programme, and now have over 15% of learners over the age of 24.

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 Company's policy aims to support this ethos and 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 of how to access the policy, either via the Company Intranet. In addition, the Company will make contractors, consultants and secondees 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 actions.

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.
- Creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- 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 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, abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

