

**INTEQUAL**

# Equality and Diversity

Version 2

**Ref – Equality and Diversity Policy**

**Issue: March 2023**

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**Approved by: Rod Harris  
(Board Representative)**

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## Our commitment

We recognise our duties under the Equality Act 2010 and will not discriminate, nor will we tolerate any discrimination, on the grounds of gender, age, sex, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief or because someone is married or in a civil partnership. All employees, apprentices, and customers will be treated fairly, equally, and with respect.

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

As part of our commitment to equality and diversity, we will provide training to our employees and learners and ensure that we have appropriate policies to deal with complaints of discrimination, harassment or bullying.

We strive to maintain a culture where individual differences and the contributions of all team members are recognised and to ensure everyone is treated with dignity and respect. We also ensure that our work and learner environments are free of harassment, victimisation, unlawful discrimination and bullying. Our Bullying Policy deals with these issues.

## Objectives

The aim of the policy is to ensure:

- Every employee is entitled to a working environment that promotes dignity and respect for 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.

- It also allows our team members to understand our zero-tolerance approach to discrimination, bullying and harassment and to recognise unacceptable behaviours.

## Scope

This policy applies to anyone working for or on behalf of Intequal. This includes Intequal employees, casual workers, agency workers, freelancers, self-employed contractors and any other third-party delivering services on behalf of Intequal.

## Key contacts

Name	Contact details
Director of Curriculum and Quality	Rod.harris@intequal.co.uk

## Definitions

Keywords used in the policy and what they mean in relation to this policy:

Keyword	Definition
Discrimination	When an individual treats another individual less favourably than others.
Diversity in the workplace	The acceptance and inclusion of employees of all backgrounds.
Equality in the workplace	Equal job and progression opportunities and fairness for employees and job applicants.

## Discrimination

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy/maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief (or lack thereof), or because someone is married or in a civil partnership. These are known as "protected characteristics". Discrimination after employment may also be unlawful, e.g.

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refusing to give a reference for a reason related to one of the protected characteristics. Similarly, it is unlawful to discriminate on the grounds that an individual is associated with someone who has a protected characteristic, e.g. a family member or friend.

It is also unlawful to discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to discriminate, without justification, on the grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation, or alteration of physical features if the physical features make it impossible or unreasonably difficult for disabled people to use services.

## Equal opportunities in employment

We will promote equality and diversity in all aspects of employment including but not limited to, recruitment, promotion, opportunities for training and/or other developmental opportunities, benefits, terms and conditions of employment, working practices, dealing with grievances and discipline, dismissal, redundancy, leave for parents and requests for flexible working.

To support this, the scope of job specifications will be limited to those requirements necessary for effective job performance. Candidates for employment or promotion will be assessed objectively against consistent criteria based on the requirements for the job, considering any reasonable adjustments that may be required for candidates with a disability.

We will both take a positive approach to and comply with our obligations in relation to flexible working requests for contract variations, whilst recognising that there may be times when these requests cannot be accommodated due to a business justification. We will review employment policies, practices and procedures when necessary to ensure fairness, and we keep these regularly updated in order to consider any changes to the law. We will also make reasonable adjustments to standard working practices to overcome barriers caused by disability.

## 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 2022, 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.

<b>Ethnicity</b>	<b>Total</b>	<b>%</b>
African	5	0.99%
Any other Asian background	5	0.99%

Any other Black / African / Caribbean background	6	1.18%
Any other ethnic group	0	0.00%
Any other Mixed / multiple ethnic background	4	0.79%
Any other White background	24	4.73%
Arab	0	0.00%
Bangladeshi	2	0.39%
Caribbean	1	0.20%
Chinese	1	0.20%
English / Welsh / Scottish / Northern Irish / British	412	81.23%
Indian	13	2.56%
Irish	4	0.79%
Not provided	2	0.39%
Pakistani	13	2.56%
White and Asian	5	0.99%
White and Black African	2	0.39%
White and Black Caribbean	8	1.58%
Total	507	

## Gender

The table below shows the gender divide of Intequal apprentices September 2022.

Gender	Total on Programme	%
Male	380	74.95
Female	127	25.05
Total	507	

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.

<b>Disability / Health Problem</b>	<b>Total on Programme</b>	<b>%</b>
No	412	81.26
Yes	95	18.74
Total	507	

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

<b>Age at Start</b>	<b>Total</b>	<b>%</b>
16-18	132	26.04
19-24	284	56.02
25+	91	17.95
Total	507	

Intequal encourages learners of all ages to join the programmes. This is to encourage upskilling of staff and make career change options for those who wish to start something new.

## Changes to this policy

Intequal review policies and subsequent documents will be published annually. The policy issue and review date can be found in the footer of the document.

## History

<b>Version</b>	<b>Author</b>	<b>Change</b>	<b>Date</b>

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