

Wallace School of Transport

EQUALITY AND DIVERSITY POLICY

WST expect all staff, instructors, learners and visitors gain an understanding of and to adhere to this policy when involved in WST activities. This policy can be accessed through our website at all times. It is updated annually or sooner where changes in the law or updates from our accrediting body are applicable.

Any queries or questions regarding this policy should be addressed to our Quality Advisor whose contact details are on our website.

Introduction / Purpose

The following policy outlines how WST manages equality and diversity with our organisation. And is written under the following headings.

1. Introduction
2. Equality & Diversity
3. Inclusion
4. Personal responsibility
5. Eliminating Discrimination
6. Under represented demographics
7. Commitment statement
8. Contravention of this Policy

Introduction

WST actively promotes equality and diversity for all aiming to encourage and maximise achievement and good practice, and to bring benefit to individuals and communities. WST encourages everyone it works with and those it works for, to contribute to an environment where people feel comfortable expressing how they feel and what they need, knowing they will be treated with fairness and respect and that their contribution will be valued.

Equality and Diversity

WST aims to be an equal opportunities employer and provider of services. We welcome diversity in the workplace. No job applicant, employee, learner or user of our services will receive less favourable treatment, as we are fully committed to providing opportunities for progress and advancement of all learners and employees irrespective of age, race colour, nationality, ethnic or national origin, sex, marital status, gender reassignment, sexual orientation, religion or belief, disability or age.

This principle applies to recruitment, promotion, transfer, training, benefits, facilities, procedures and all terms and conditions of employment

Inclusion

How we work reflects the spirit and intentions of legislation that outlaws discrimination and promotes equality and diversity. We make reasonable

adjustments to working practices, equipment, premises and offer, where appropriate, additional support to staff, learners and other service users/providers to ensure they can take a full and active part in our work to the best of their capabilities.

WST is committed to providing an environment which will:

- Ensure all staff and learners, including Apprentices, understand that treating one another with equality and respecting diversity are about making sure everyone has opportunities which are tailored to their needs, rather than about treating everyone in the same way
- Promote diversity and equality through market materials and when dealing with employers, providers and suppliers
- Help all individuals understand their responsibilities and rights for equal opportunities through training, discussion and information.
- Promote equality of opportunity throughout recruitment, selection and promotion of training and development.
- Assess the employers who whom we working to measure their attitudes and actions to promote equality and diversity wand widen participation.
- Promote fair and consistent practices and behaviours for learners, staff and instructors though our Code of Conduct and Learner Behaviour Policy which can be found on our website.
- Work towards providing facilities and services, through means of our Safeguarding Policy, to help individuals personal growth and overcome barriers to learning and personal / social development which could include providing information, advice and guidance to signposting staff, instructors and learners to appropriate additional support agencies if required.
- Investigate any issues raised by learners, staff or instructors under our complaints procedure.

Personal Responsibility

WST expects individuals, learners, staff, instructors and employers to have a personal responsibility to uphold the ideals of this policy and ensure their behaviour is appropriate, respectful and fair. We encourage everyone to:

- Co-operate with measures introduced by us to ensure equality of opportunity, diversity and non-discrimination,
- Not harass, abuse or intimidate any member of staff or instructor, learner or any other person on any grounds,
- Be sufficiently confident to inform WST Directors if they suspect discrimination is taking place.

Eliminating Discrimination

WST complies with the Equality Act 2010 and similar related legislation to protect people from discrimination, harassment and disadvantage in the learning environment, workplace and in wider society. WST encourages diversity and

supports a policy of equal opportunities in all areas of WST work, learning activities and responsibilities.

This policy provides guidance to enable all who are being considered for recruitment or learning, and staff and instructors who work with WST, so everyone at WST complies with antidiscrimination legislation, providing equality of opportunity for all and encourage diversity, and that everyone is treated with fairness and respect.

Under-Represented Demographics

WST recognises the under representation of women in logistics and Black, African and Minority Ethnic People (BAME) individuals both in management and logistics.

Throughout our recruitment and selection process for employment, training or any other WST benefit we will, and help others to also, develop such groups to their full potential and talents and allow for all resources to be fully utilised to maximum effectiveness and efficiently, to narrow these gaps in representation.

Commitment Statement

WST will create an environment in which we recognise and value of contributions of all individuals including staff, instructors, learners and visitors.

Every person is welcomed to this environment in which we promote dignity, respect and tolerance, without fear of intimidation, bullying or harassment, which is unacceptable.

We will ensure our training, development and progression routes offer opportunities to all employees.

We will promote understanding that diversity and equality in the workplace is viewed as good management practice and that this makes sound business sense.

We will promote this policy and all related policies and procedures with staff and learners, including Apprentices, from the point of Induction. We will regularly refer back to this policy throughout employment/learning, in situations including but not limited to, Quality meetings and performance reviews.

Non-Compliance of this policy

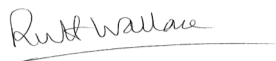
Where evidence is found of ineffectiveness or noncompliance, or shortcomings related to society expectations then immediate remedial action will be taken to ensure implementation as failure to comply with any requirements of this policy is taken very seriously and will be managed proportionally to the breach.

As agreed by Directors:

Neil R Wallace



Ruth I Wallace



1st September 2019