



Equality and Diversity Policy

Purpose

The purpose of this policy is to create and promote an inclusive environment, in which everyone is respected and able to contribute and achieve their full potential regardless of disability, race, colour, ethnic or national origins, religion, gender, sexual orientation, age, marital/partnership status or responsibility for dependants.

Scope & Responsibility

This policy applies to anyone working for Person Centred Training Solutions as paid or Associate staff or volunteers, as well as our learners and organisations we work in partnership with.

Everyone working for or representing Person Centred Training Solutions are responsible for promoting an environment where inclusion is a key principal underpinning all our business activity.

The Directors of Person Centred Training Solutions are responsible for the development, implementation and monitoring of the Equality and Diversity policy and strategy across the organisation. They are also responsible for ensuring that we meet our obligations in respect of legislation, by continually reviewing our policies and strategies. They will provide the information and training necessary so that all those working for Person Centred Training Solutions and volunteers are aware of their responsibilities and accountabilities.

Policy

Equality is about treating people fairly, creating opportunities and enabling people to achieve their full potential – it is about understanding that we are all unique and have different skills, qualities and experiences and that this diversity brings and creates a depth to any team and/or learning experience.

At Person Centred Training Solutions, we understand that diversity is founded in our different experiences and life opportunities as well as experiences related to our gender, disability, race, ethnicity, sexuality or sexual orientation,

faith and responsibilities for dependants. We understand that it is not possible or helpful to make assumptions based upon any of these factors and that diversity is as hidden as it is visible.

Person Centred Training Solutions work at all times to create inclusive opportunities which respect and reflect diversity..

Commitments

As a training Provider Person Centred Training Solutions is committed to providing a workforce and learning framework which is inclusive and will endeavour to meet the specific needs of all our learners regardless of their circumstances and needs.

We are committed to:

- Recognising that people from different backgrounds, cultures, skills and experiences can bring new ideas and perceptions that will help to increase improve our services and our learner's experiences.
- Creating environments that respect the right of everyone to be treated with respect and dignity, creating a safe environment to work and learn, where everyone's potential is realised.
- Taking action to tackle discrimination at all levels when it is identified or highlighted.
- Ensuring that no-one involved in delivering or receiving our training will receive less favourable treatment, due to their age, gender, ethnic origin, race, colour, nationality, religion or belief, family circumstance, disability, sexual orientation, gender re-assignment, HIV status, political belief, social background or any other protected characteristic.
- Maintaining an on-going commitment to equality and diversity. To ensure that it is integrated into all policies and practices, training and service delivery.
- Taking positive action measures to address where we have groups that are under-represented within our workforce by building relationships with key partners and seeking associate trainers to strengthen the profile of our training team.

- Conduct Equality Impact Assessments when reviewing all functions of our service.

We will achieve these commitments by;

- Treating all people with dignity and respect.
- Promoting equality of opportunity and diversity, actively promoting a working and learning environment and culture that recognises and values differences.
- Meeting all our responsibilities under relevant legislation, codes of practice and our own Policies.
- Working towards eliminating all forms of discrimination in service delivery, volunteering, employment, and with our external partners and learners.
- Tackling social exclusion, inequality, discrimination and disadvantage including on the grounds of race, gender, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion or belief and other protected characteristics.
- Taking positive action, where necessary, to create a more diverse workforce.

Priorities.

As an organisation, our priorities are to:

- Deliver training and learning opportunities to our learners without discriminating against, stigmatising or patronising people. Every individual will be treated with dignity and respect.
- Set challenging but realistic equality objectives and targets in relation to service delivery and the carrying out of those functions.
- Continually improve access to our services, our resources and the information that we provide
- Take appropriate steps to monitor, consult on and evaluate equality issues and take action, if necessary.
- Ensure our services are meeting the needs of our learners by involving them in consultation and evaluation.
- Communicate with all those who we provide services to in an effective way - Providing information in Easy English and accessible formats and using methods other than written documents to present information, as appropriate.

- Make sure Person Centred Training Solutions staff and representatives are trained and supported to deliver the highest possible levels of training and customer service in line with this policy.
- Make sure that the organisations we buy our services from or provide funding to, operate similar policies and practises on equality of opportunity.

Policy Review

In line with all 'Person Centred Training Solutions' policy, this policy and procedure will be reviewed at least once every year.

PCTS

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