



EQUALITY, DIVERSITY AND INCLUSION POLICY



Contents

Equality, Diversity and Inclusion.....	3
Introduction	3
Prohibited conduct	3
Adjustments for disabled persons	4
Discrimination: supplementary.....	4
Other prohibited conduct	4
Eliminating discrimination	4
Reporting incidents	4
Promoting, Monitoring and Implementing the Policy	5
Responsibility - Achieving commitment to the policy throughout Linden Management.....	5
Recruitment of Employees and Learners.....	6
Training Employees.....	6

Equality, Diversity and Inclusion

Introduction

Linden Management value and celebrate the diversity in our society and are striving to promote equality, diversity and inclusion throughout the organisation. We set high expectations to promote and embed Fundamental British Values; democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs or none.

Linden Management is committed to promoting equality and diversity for all staff and learners.

Our Equality Strategy creates a framework for promoting and maintaining an inclusive environment where everyone can achieve. The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

This scheme has been written in line with new legislation in the form of the Equality Act 2010. This act will introduce a new single public sector duty for people who share the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage/civil partnerships
- Pregnancy and maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation

Prohibited conduct

Discrimination

Direct discrimination

Combined discrimination: dual characteristics

Discrimination arising from disability

Gender reassignment discrimination: cases of absence from work

Pregnancy and maternity discrimination: non-work cases

Pregnancy and maternity discrimination: work cases

Indirect discrimination

Adjustments for disabled persons

- Duty to make adjustments
- Failure to comply with duty
- Regulations

Discrimination: supplementary

- Comparison by reference to circumstances
- Irrelevance of alleged discriminator's characteristics
- References to particular strands of discrimination

Other prohibited conduct

- Harassment
- Victimisation

Eliminating discrimination

Linden Management operates a zero tolerance policy in relation to discrimination, we perceive this part of our equality duty to be a minimum standard that all employees, learners, contractors and visitors will achieve.

All aspects of this scheme will support Linden Management UK Limited in achieving this aspect of our public sector duty. We have a number of policies, procedures and processes in place to ensure that as we have an understanding of the rights of individuals to study and work in an environment free from harassment and discrimination and that we have robust mechanisms in place for the reporting and acting on complaints of discrimination and harassment.

Reporting incidents

Linden Management has a robust and confidential mechanism in place to enable staff and learners to report incidents of discrimination. This forms part of Linden Management's wider approach to Safeguarding. The confidentiality of the individual will be maintained and protected from any reprisals as a result of their complaint. Complaints against members of staff should be made to the Centre Manager. Complaints procedures are communicated at staff induction, learner enrolment and employer handbooks.

Linden Management has good links with colleges for referral and support and as a partner maintains a monthly reporting system (AEB only).

Promoting, Monitoring and Implementing the Policy

Linden Management will proactively promote equality, diversity and inclusion. It will ensure that our learners and staff have an understanding and appreciation of the diversity and difference that goes to make up the society in which we live and work. The company will achieve this part of its equality duty by:

- Ensuring that a celebration of diversity is embedded within teaching and learning.
- Conduct management and team meetings to monitor the quality of equality, diversity and inclusion practice and promote positive opportunities to embed this within our training.
- Providing resources to enable understanding and therefore help to foster good relations.
- Supplying all learners, employees and employers with guidance and support to effectively promote and embed equality, diversity and inclusion in all practice. In the case of Apprenticeships the supply of information starts with the Commitment Statement and Employers agreement ahead of the commencement of programme. In the case of classroom learning, learners are supplied the information at induction. Information of Linden management UK's approach to Equality, Diversity and Inclusion including copies of this policy is available on the Linden management UK Limited website: www.lindenmanagement.org.uk
- Reviewing the standard of delivery, training and support as part of the quality assurance measures and include any areas for improvement in our Self Assessment Report and any improvements in our Quality Improvement Plan.
- Working in partnership with other organisations and individuals to ensure that our learners and staff are exposed to diversity and difference.
- Provide ongoing CPD for all staff to ensure they maintain up to date knowledge.
- Work within our local community to support community cohesion.
- Review the equality and diversity policy, along with supporting policies, on an annual basis. Any amendments to legislation will result in an immediate review and update of this and associated policies.

Responsibility - Achieving commitment to the policy throughout Linden Management

The Directors have overall responsibility for the Equality, Diversity and Inclusion Policy and will consider and refer to all major policy issues arising in its implementation.

All employees are responsible for implementing this policy and are expected to participate in the preparation and carrying out of practical measures to promote equality and diversity and act on disclosures.

All employees are contractually required to commit to the policy and its full implementation. Monitoring of this commitment, and identifying any actions or improvements required by or for individual members of staff forms part of every staff performance review.

Quality assurance processes will monitor the impact of the policy and apply quality improvement procedures when deemed necessary to maintain the high expectations required.

Recruitment of Employees and Learners.

Employees will be subject to reference checks upon recruitment.

All employees will be required to complete mandatory training for equality, diversity and inclusion as part of their induction.

All employees are required to commit to the promotion of equality, diversity and inclusion and expected to implement the policy fully as part of their daily activity for Linden Management. If there are any breaches to the requirements of the policy this will result in disciplinary action.

Learners are provided with the policy details upon enrolment. All learners are expected to adhere to the requirements of the policy and breach of commitment will result in disciplinary procedures.

In the case of Apprenticeships, the supply of information starts with the Commitment Statement and Employers agreement ahead of the commencement of programme. In the case of classroom learning, learners are supplied the information at enrolment. Information of Linden Management UK Limited' approach to Equality, Diversity and Inclusion including copies of this policy is available on the Linden Management UK Limited website: www.lindenmanagement.org.uk

Training Employees

All employees will be required to attend mandatory training as part of their CPD. This is included in Linden Management (UK) Limited annual CPD plan.

Employees will be required to share developments and good practice during team meetings.

All employees will be required to complete training and attend meetings relating to policy updates.

New employees will be required to complete mandatory training to ensure that they are aware of their commitment to the policy and opportunities to promote equality, diversity and inclusion with all learners.



Individual training requirements will be identified and addressed as part of the quality assurance procedures. As a result, any individual training requirements will be met as part of the staff development plans.