



TANGERINE

Equality, Inclusion and Diversity Policy

2021-2022

Prepared By: Georgia Fitzgerald - August 2021

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Authorised by: Hannah Lee - August 2021

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Review date: August 2022

A) STATEMENT OF POLICY

- 1) We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. We value people as individuals with diverse opinions, cultures, lifestyles and circumstances.
- 2) The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone, staff, apprentices and employers, has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work/the Academy and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce and apprentice cohorts. We will actively support diversity and inclusion and ensure that all our employees, apprentices and employers are valued and treated with dignity and respect. We want to encourage everyone in our business and on our apprenticeship programme to reach their potential.
- 3) We recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedure, we have made the decision to adopt a formal policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.
- 4) The aim of the policy is to ensure no job applicant, employee, apprentice or employer is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- 5) The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
- 6) The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- 7) We will maintain a neutral working environment in which no employee, apprentice or employer feels under threat or intimidated.
- 8) We will ensure the policy is considered when recruiting, delivering apprenticeship training and working with employers and apprentices.
- 9) The legislative basis for this policy is the Equality Act 2010

B) AIMS OF POLICY

- 1) Foster an inclusive culture in which all staff and apprentices, regardless of gender, background, heritage, etc.
- 2) Engage staff and apprentices in the rationale for and benefits of diversity, and gender balance
- 3) Increase the diversity of staff and apprentices, particularly increasing the proportion of BAME apprentices on programme to >18%
- 4) Provide additional support, within staff competencies, that may be required by our staff and apprentices (or signpost otherwise)
- 5) Challenge the status quo, remove barriers, and embrace transformational ideas around how we recruit, retain, and promote staff and apprentices

C) POLICY STATEMENTS

1. AGE

We will:

- ensure that people of all ages, staff and apprentices, are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people, especially in the training room and applicable to the apprentices and tutors

2. DISABILITY

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services, training, learning materials and activities and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information by ensuring availability where possible of subtitles (online training), loop systems, braille facilities, alternative formatting and sign language interpretation.

3. RACE

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racist incidents; and
- actively promote race equality in the Company.

4. GENDER

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people (staff and apprentices) who have or who are about to undergo gender reassignment.

5. SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of lesbians, gay men and bisexuals; and
- promote positive images of lesbians, gay men and bisexuals.

6. RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

7. PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity, whether in the office or Academy training room, apprentice or staff, and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our apprentices and employees; and

- ensure that no individual is disadvantaged and that we take account of the needs of our employees' and apprentices' pregnancy or maternity

8. MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees and apprentices; and
- ensure that no individual is disadvantaged and that we take account the needs of our employees' and apprentices' marriage or civil partnership.

9. EQUAL PAY

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

D) PROMOTING THE POLICY

1) We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees, employers and apprentices, and made known to all applicants.

2) The policy will be uploaded to The Juice Academy website and link circulated to all potential employers and applicants

3) The apprentices will be introduced to the policy during their induction, and uploaded onto their shared cohort drive, accessible at all times.

4) we also promote equality within the terms of our Contract for Services and commitment statement

E) RECRUITMENT AND SELECTION

- a. The recruitment and selection process (for employees and apprentices) is crucially important to any equality, inclusion and diversity policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- b. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- c. Job descriptions, where used, will be revised to ensure that they are in line with this policy. Job requirements will be reflected accurately in any personnel specifications.
- d. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- e. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group. We will engage with organisations and communities to reach BAME, neurodiverse and disabled candidates.
- f. All applicants who apply for jobs or apprenticeships with us will receive fair treatment and will be considered solely on their ability to do the job/apprenticeship.
- g. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- h. Short listing and interviewing will be carried out by more than one person where possible.
- i. Interview/application questions will be related to the requirements of the job/apprenticeship and will not be of a discriminatory nature.
- j. We will not disqualify any applicant because he/she is unable to complete an application form

unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job/apprenticeship.

- k. Selection/shortlisting decisions will not be influenced by any perceived prejudices of other staff.
- l. If the applicant has disclosed a disability or learning difficulty, Reasonable adjustments will be made if necessary, whether the applicant has a face to face or remote interview

E) DELIVERING APPRENTICESHIP TRAINING

- 1) We identify apprentice training needs through initial assessment process, regular reviews and regular appraisals
- 2) Our aim is to give all staff and apprentices access to the training they need to perform well and progress within Tangerine Partnership Limited and The Juice Academy.
- 3) apprentices and tutors will be given multiple opportunities to disclose a disability or learning difficulty, and reasonable adjustments will be made where necessary

F) STAFF TRAINING AND PROMOTION

- 1) Staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions. Training for all new staff will occur during their induction period, delivered by senior management.
- 2) Apprentices will receive training on the policy during their induction session (training session 1)
- 3) Additional training where necessary will be funded and provided to staff and apprentices
- 4) We will continue to engage staff throughout their employment and apprentices throughout their programme, with discussions around equality and diversity. Conversations around equality/diversity will be continuous.
- 5) We make all promotion decisions based on merit.
- 6) All training and promotion will be in line with this policy.

G) MONITORING

- 1) We will maintain and review the employment records of all employees and apprentices in order to monitor the progress of this policy.
- 2) Monitoring may involve:
 - a) The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants, current employees and current apprentices;
 - b) The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - c) Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
- 3) The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants, staff and apprentices.

LOCATION AND ACCESS TO THIS POLICY

- On request from The Juice Academy in print or digital form
- On The Juice Academy website: <https://www.juiceacademy.co.uk/policies>
- On the staff and apprentice shared drive

Policy will be reviewed annually or earlier if necessary