

**Logic4training (L4T)  
Equal Opportunities and Equality and Diversity Policy**

**1.0 Introduction**

This Equal Opportunities and Equality and Diversity Policy is designed to implement the commitment of Logic4training to Equality and Diversity and Equality of Opportunity.

Logic4training is committed to building and sustaining a culture and set of values based on equality, diversity, inclusion, respect and dignity, and an environment where all individuals can achieve their potential.

**2.0 Policy Statement**

Logic4training is committed to providing equal opportunities in employment and learning to all our employees, job applicants, learners, sub-contractors, customers, candidates and suppliers. Logic4training opposes all forms of unlawful discrimination in employment and against learners on the grounds of the following protected characteristics as defined in the Equality Act 2010: age, disability, gender reassignment, marital status and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Logic4training will apply employment policies that are fair, equitable and consistent with the skills and abilities of our employees and the needs of the business. We look to our employees for support in implementing these policies to ensure that all employees are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, on equal terms and conditions of employment.

Logic4training will not condone any direct or indirect discrimination, harassment or victimisation in the conduct of our business with the public or our employees. Acts of victimisation, harassment or discrimination on the grounds of gender, race, religion or belief, sex, marital status, sexual orientation, gender reassignment, pregnancy or maternity, age or disability are disciplinary offences.

**3.0 Scope of Policy**

All stakeholders (including learners, staff, contractors and partners) are subject to this policy and those related to it.

**4.0 Equality Act**

The Equality Act 2010 introduces the term ‘protected characteristic’ to refer to aspects of a person’s identity explicitly protected from unlawful discrimination. The Act also introduces a Public Sector Equality Duty to eliminate discrimination, harassment and victimisation, advance equality and foster good relations. This policy is designed to implement these requirements and meets the requirements of the Equality Act 2010.

**5.0 Equal Opportunities for Employment**

Logic4training take every possible step to ensure that individuals are treated appropriately and fairly and that objective criteria is used in all aspects of employment including recruitment and selection, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Document Title: Equal Opportunities and Equality and Diversity Policy			
Issue date: 14/12/2022	Review date: 12/2024	Version:1.3	Page 1   5

Job descriptions and person specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions other than in exceptional circumstances.

Logic4training will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering 'flexible working' requests permitted by law and any other request for a variation to standard working practices. Logic4training will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Logic4training will not discriminate in the selection of employees for recruitment or promotion, but may use appropriate lawful methods, including lawful positive action, to address identified under-representation of any group in particular types and levels of job.

Logic4training staff and learners must not discriminate against or harass any other person (staff, learner or member of the public) whilst in employment or learning.

## 6.0 Equal Opportunities in Learning

Logic4training aim to create a training environment where learners can participate fully, give their best and achieve their full potential in a climate free from victimisation, discrimination or harassment.

Logic4training take every possible step to ensure that individuals are treated appropriately and fairly and that objective criteria are used in all aspects of learner admissions, choice of programme of study and progression, assessment decisions, grievance and disciplinary procedures.

Logic4training is here to help you achieve your ambitions, whether through learning or employment. We will provide where possible the support that you need, either through our own services or referral to another organisation which can better meet your needs.

We will encourage the integration and inclusion of disabled learners into Logic4training Centres. Candidates will be offered individualised programmes of development to assist to achieve their personal learning goals. All reasonable adjustments will be made to support disabled learners throughout learning and assessment.

## 7.0 Roles and Responsibilities

All staff and learners are expected to:

- Treat all individuals fairly, with dignity and respecting different styles, skills and cultures
- Promote a work and learning culture in which diversity is highly valued and embedded
- Ensure zero tolerance of all forms of discrimination, victimisation, bullying and harassment
- Take steps to resolve personal conflict as early, fairly and amicably as possible

Document Title: Equal Opportunities and Equality and Diversity Policy			
Issue date: 14/12/2022	Review date: 12/2024	Version:1.3	Page 2   5

## 8.0 Recruitment Responsibilities

Staff involved in the recruitment of prospective employees and learners are expected to:

- Implement the 'equal opportunities in employment' as stated in section 5.0 above.
- Ensure that this policy is made available to any prospective or actual employee and that it is referred to in any recruitment materials.
- Take positive steps where possible to encourage applications and employment to improve equality and diversity.
- Ensure that any recruitment or promotion is open and fair.
- Ensure awareness and implementation as far as possible of the Equalities and Human Rights Commission's Code of Practice for Employment.

## 9.0 Management Responsibilities

All Managers are expected to:

- Ensure that equality and diversity is promoted consistently well across all areas of Logic4training
- Work towards widening participation and retention of learners in non-traditional occupations where possible.
- Ensure that staff are equipped with the knowledge and skills to understand equality and diversity in their job role.

## 10.0 Training Responsibilities

All staff involved in the delivery of training are expected to:

- Work to raise success rates of all learners.
- Ensure that there are high success rates of all learners regardless of gender, disability and learning difficulty and any other protected characteristic.
- Ensure that all learners are aware of this policy, its requirements and implementation including the complaints process.
- Take all opportunities to embed equality and diversity into the curriculum (through specific sessions, use of training materials and resources, case studies which widen participation etc.)
- Ensure that every opportunity is taken to reduce and elimination any form of harassment, victimisation and discrimination and work to support any learners who has identified an issue.

## 11.0 Promotion Responsibilities

All staff involved in the promotion and marketing of Logic4training are expected to:

- Take opportunities to reflect the principles of equality and diversity through the use of a wide range of images and case studies reflecting the whole population.
- Take opportunities to promote Logic4training as an equal opportunities employer.
- Ensure that no recruitment or promotion activity acts as a barrier to applications from prospective employees or learners.

## 12.0 Training

Document Title: Equal Opportunities and Equality and Diversity Policy			
Issue date: 14/12/2022	Review date: 12/2024	Version:1.3	Page 3   5

The diversity and equality policy will be disseminated to all new employees during their induction. Staff will receive training and/or email updates relating to equal opportunities and equality and diversity. Logic4training will regularly review its policies and practices to ensure we continually implement best practice and remove any barriers that could restrict access to individuals or groups.

**13.0 Grievances**

It is the responsibility of all staff, learners, and employers of learners to work together towards combating all forms of discrimination. This includes reporting all incidents of discrimination using Logic4trainings procedures. Breaches of this policy will be taken seriously and may be regarded as misconduct or gross misconduct. For staff at Logic4training for example, this may result in disciplinary action. For learners, this may involve disciplinary action, including suspension or withdrawal from the training programme. For employers, this may involve cessation of a learning contract.

Discrimination or victimisation is not tolerated and should be reported, either by the individual concerned or by another member of staff, to an appropriate Manager. If a member of staff has a complaint regarding behaviour of this nature then it should be raised immediately with their line manager or other appropriate person in the first instance. If the complaint relates to the member of staff's immediate line manager then their line manager's superior should be advised in the first instance.

All members of staff have a duty to report suspected or actual incidents of discrimination and/or victimisation in the workplace. Under no circumstances should such behaviour be ignored or trivialised

**14.0 Links with other policies**

This equality and diversity policy should be read alongside the Employee Handbook or the AO Learner Handbook for candidates.

Document Title: Equal Opportunities and Equality and Diversity Policy			
Issue date: 14/12/2022	Review date: 12/2024	Version:1.3	Page 4   5