

COMMUNITY SYSTEMS EQUALITY & DIVERSITY POLICY



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Strategic Aims

- To maintain and promote a culture of continuous improvement to enable all employees and learners to achieve outstanding performance and realise their potential and aspirations
- To actively promote equality, diversity and oppose discrimination
- To ensure that the achievement rate for our learners is maintained above 96%. This is to ensure that the Company remains as one of the top-rated providers nationally

Policy

Community Systems is committed to equality of opportunity both as a provider of education and as an employer.

We value the diversity of our learners and employees. We recognise that people from diverse backgrounds can bring new ideas and perceptions that help increase organisational efficiency and improve services.

Community Systems recognises its commitments under law and is committed to providing equality of opportunity by aiming to ensure that its practices and procedures follow legal requirements and good practice as recommended by: the Commission for Racial Equality (CRE); the Equal Opportunities Commission (EOC); the Disability Rights Commission (DRC); the Chartered Institute of Personnel and Development (CIPD).

We are committed to eliminating discrimination and unfairness from our working practices, policies, behaviours and ethos.

No employee/ potential employee or learner receive less favourable treatment or consideration on the grounds of:

- Race

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	<ul style="list-style-type: none"> • Colour • Religion or belief • Culture, caste or class • Nationality, ethnic or national origin • Sexual orientation • Gender • Age • Disability (Mental welling and physical) • Marital status <p>We aim to foster a safe, inclusive and happy environment in which all are valued and treated equally and are able to fulfil their diverse potential. Everyone has the right to be treated with respect and dignity.</p> <p>We investigate allegations and act on proven complaints to the full extent of our disciplinary policy and may, in appropriate circumstances, also consider legal action.</p> <p>This policy works in conjunction with the Company’s policy on bullying and harassment and the safeguarding.</p>
<h2>Mental Health Awareness</h2>	<p>Supportive Culture: We recognize the importance of mental health and are committed to fostering a supportive culture that encourages employees to seek help when needed.</p> <p>Education and Training: We provide training and resources to raise awareness about mental health issues, reduce stigma, and equip employees with tools to support their own mental health and that of their colleagues.</p> <p>Reasonable Adjustments: We are dedicated to making reasonable adjustments to accommodate the needs of employees with mental health conditions, ensuring they have equal opportunities and access to support.</p> <p>Confidentiality: All discussions and disclosures related to mental health will be treated with the utmost confidentiality, in accordance with relevant privacy laws and regulations.</p>
<h2>Scope</h2>	<p>This policy specifically covers employees, learners and partners who work with Community Systems.</p>
<h2>Responsibility</h2>	<p>Responsibility for the content, implementation and management of this policy rests with the Senior Management Team.</p>

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	<p>The management team is responsible for day-to-day implementation of this policy.</p> <p>All employees have a personal responsibility to implement this policy and raise any issues or concerns. Matters requiring resolution are dealt with in line with the company management procedure.</p>
<p>Training on Equal Opportunities</p>	<p>All new employees will have a 4-week induction period. Equality, Diversity & Equal Opportunities training sessions are an essential component of EVERY employee's induction training. Responsibility for this rests with the management team, overseen & monitored by the Senior Managers. Refresher courses are conducted when policy or legislative changes occur.</p>
<p>Accessing Training & Job Vacancies</p>	<p>The Company's commitment to the ongoing personal development of its employees, is based on their individual requirements. All employees are encouraged to access any & all training that may develop their personal & employability skills.</p> <p>Community systems is fully committed to equality and diversity and has demonstrated this in their recruitment and employment policies and procedures.</p>
<p>Disciplinary and Grievance Procedure</p>	<p>A separate grievance policy and a dismissal and disciplinary policy exist, a copy of which will be shown to all staff members during the first day of their induction.</p> <p>Employees, who in good faith bring a grievance (or assist another to do so) either under this policy or otherwise in relation to an equal opportunities matter will not be disciplined, dismissed or otherwise victimised for having done so.</p>
<p>Action - Where Discrimination Is Alleged</p>	<p>The Managing Director is responsible for undertaking a full investigation of any allegation of discrimination by or against employees. This may include appointing a nominated investigator (internal or external).</p> <p>If allegations are proven against an individual or a group of staff members, they will be subject to the disciplinary process and may be required to leave the company. Learners or any service users demonstrating discrimination will be dealt with under the learners' disciplinary procedures.</p>
<p>Partners' EO Practice</p>	<p>Community Systems will only work with employers, training providers & referral bodies that can demonstrate a similar approach to E&D.</p>

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	<p>If the organisation has an E&D Policy, a copy will be taken & left on that organisation's file.</p> <p>If no such policy exists, Community Systems will make it a condition of the working relationship that the other body adopts our policy as a <i>minimum measure</i>.</p> <p>The appointed senior manager is available to give advice to organisations on good practice in Equal Opportunities and this is explained to all such partners.</p> <p>Where an allegation is made of inequality within any of our partners, the appointed manager will carry out a formal investigation & report the findings to the Managing Director. Where such practice is proven, Community Systems seize partnership.</p>
<p>Monitoring</p>	<p>In order to monitor the effectiveness of our Equality and Diversity Policy, individuals applying for a post in the company are asked to complete a monitoring form. Information on ethnic identity, gender, age and disability are maintained in confidentiality.</p> <p>Recruitment and retention is regularly reviewed and reported to the management team.</p> <p>This information is used to identify any bias which may be evident in the system and to investigate the cause.</p> <p>The Company's annual SAR and QIP also provide a robust methodology to measure effectiveness of monitoring the diversity of our employees and learners. These combined processes ensure effective monitoring and allow measurable actions for improvement.</p>
<p>Evaluation</p>	<p>The Senior Management Team prepare and present an annual report highlighting significant trends, remedial action where necessary and new developments.</p> <p>The Company's annual SAR and QIP also provide a robust methodology to measure effectiveness of this policy and provides measurable actions for improvement.</p>