

ITeC Equality & Diversity Policy

Introduction

We are committed to equality of opportunity

The ITeC staff, students and employers believe strongly in equality of opportunity for all. We promote inclusion, respect, fairness and the rights of the individual. We oppose prejudice, discrimination, harassment and unfairness of any kind. At the ITeC, we treat people as individuals, and do all that we can to support them in reaching their goals.

We celebrate diversity

We recognise that each person is different and we value these differences. We are working to make the ITeC a diverse environment with people from all minority groups represented. We promote the ITeC to:

- ◆ People from different ethnic and religious backgrounds
- ◆ Females and males
- ◆ People with a disability and people without

This policy applies to you!

...and everyone else connected with the ITeC. This means our management, staff, students, employers and anyone we ask to work with us.

Hull City Council's policies

Hull City Council has several policies that are relevant to Equality and Diversity:

- ◆ Equal Opportunities in Employment Policy
- ◆ Equality for All Service Policy Statement
- ◆ Recruitment Policy
- ◆ Dignity at Work Policy

We follow these policies in all matters to do with employment and serving the people of Hull. We created our own policy to make sure that the needs of our staff, students and employers were fully covered.

Discrimination and the law

What is discrimination?

Discrimination is treating someone unfairly because of their background, circumstances, beliefs or who they are. We believe that discrimination should always be challenged. These are some of the many reasons why a person could suffer discrimination:

- ◆ Race (including ethnic origin, colour, nationality and national origin)
- ◆ Gender (including sex, marriage and gender re-assignment)
- ◆ Disability
- ◆ Being a lesbian or gay man
- ◆ Religion, creed or belief
- ◆ Age
- ◆ HIV or Aids
- ◆ Home address
- ◆ Social or economic status
- ◆ Criminal record
- ◆ Being a traveller

Our policy on bullying

At the ITeC, we believe that everyone has the right to be treated with dignity and respect at work. Harassment and bullying are considered unacceptable behaviour and are not tolerated. In the Macpherson Report 1999, bullying is defined as: "Any incident which is perceived to be bullying by the victim or any other person." Here are some examples of harassment and bullying:

- ◆ Any unwanted physical contact (touching)
- ◆ Isolating or ignoring someone
- ◆ Racist remarks
- ◆ Display of offensive material
- ◆ Offensive jokes (there is a difference between having a sense of humour and causing offence - if you offend someone, it is not a joke)
- ◆ Unwelcome remarks about a person's dress, appearance, race etc.
- ◆ Shouting or swearing at another person
- ◆ Offensive, threatening, humiliating, patronising, suggestive or intimidating remarks
- ◆ Spreading rumours about someone
- ◆ Personal insults (face to face) or insulting emails/texts
- ◆ Making a video of someone and posting it on the Internet without their permission

If you are bullied yourself, or you see anyone else being bullied, tell us.

Contact any of the following people:

- ◆ Your personal tutor (write their name and number here): _____
- ◆ Fiona Joy, Equality & Diversity Advisor: (01482) 325576 ext. 104
- ◆ Jacky Jordan, ITeC Manager: (01482) 325576 ext. 108

We would really like you to feel you can talk to us about it, but if you can't, you can contact any of the organisations below for help and advice:

- ◆ Connexions Humber: (01482) 223081
- ◆ Community Anti-bullying Project (free call): 0800 915 4545
- ◆ The Warren (free one-to-one counselling on any issue): (01482) 218115
- ◆ The Young Person's Support Service: (01482) 331000
- ◆ The Samaritans: 08457 90 90 90 or jo@samaritans.org

We aim to deal with complaints of bullying and harassment internally and informally to produce a speedy effective solution to the problem with the minimum embarrassment. Bullies can only exist if we allow them to.

The law

We recognise and abide by all laws relating to equal opportunities. Here are some of them:

- ◆ The Human Rights Act 1998
- ◆ The Race Relations Act 1976, Race Relations (Amendment) Act 2000 and Race Relations Regulations 2003
- ◆ The Sex Discrimination Act 1975 & 1986 and the Equal Pay Act 1970
- ◆ The Disability Discrimination Act 1995
- ◆ The Protection from Harassment Act 1997
- ◆ The Employment Equality (Sexual Orientation) Regulations 2003
- ◆ The Employment Equality (Religion or Belief) Regulations 2003
- ◆ The Employment Equality (Age) Regulations 2006
- ◆ The Equality Act 2006

What we are doing to promote equality of opportunity

Equal Opportunities Working Party

The HCC Training Equality & Diversity working party meets every two months. Representatives from each centre agree and implement strategies, policies and action plans, share good practice and discuss other issues. The ITeC representative is Fiona Joy.

Training, information and guidance

All staff and students are introduced to Equality & Diversity at Induction. ITeC students attend a half day Introduction to Equality & Diversity session and receive a CD ROM which includes an Equality & Diversity Student handbook, containing a copy of this policy.

Equality & Diversity is on the ITeC site meeting agenda every month. Staff members are given a monthly update, which they pass on to students and employers at the Learner Review. All staff members have access to an Equality & Diversity Staff Manual to store and access information. There is also a notice board outside the ITeC common room.

Citizenship

ITeC students are encouraged to be active citizens. They are introduced to Citizenship during their Equality & Diversity training and are offered the opportunity to complete the Citizenship Certificate, by setting and achieving five goals. The Citizenship Certificate was devised at the ITeC and is now used and recognised throughout the city.

Marketing, promotion and monitoring

All ITeC marketing materials are checked to ensure they do not promote stereotyping. We are developing our marketing methods and resources to make sure they are accessible to young people in all Hull's local communities.

Some professions are seen as dominated by males and females. At the ITeC, we think this is wrong and we are working to change outdated views. We believe all stereotyping is unfair and restricts the potential of employees and employers alike. The ITeC holds regular taster days and other events to encourage young people from non-stereotypical groups to apply for our courses.

The ITeC has systems in place to record Equality & Diversity data and to monitor the percentage of young people from minority groups on our courses. We use this data to assess the success of our promotional activities.

What we are doing to promote fairness

Monitoring progress

The progress and development of ITeC staff and students is formally monitored. All staff members have a Personal Performance and Development interview every six months. All students have a progress review with their named tutor every eight weeks. E2E students have a review every four weeks.

Grievances and appeals

Wherever possible, the ITeC will try to resolve complaints relating to Equality & Diversity quickly and informally. However, if the informal process is not effective for any reason, staff and students can use the formal Hull City Council grievance procedure explained at Induction.

Meeting students' needs

You will receive a copy of our Learner Entitlement and Support leaflet with your ITeC application form. If you have any special needs or requirements, let us know and we will do everything we can to help. If you have any special requirements concerning your religious beliefs, we will be more than happy to help. Speak to your tutor or Fiona Joy. This document can be made available in alternative formats upon request.

Our policy on Race

We hope our policy covers all areas of discrimination. However, in the light of the Macpherson Report, we would like to make special reference to the Hull City Council Service Policy footnote on institutional racism. The ITeC recognises the threat of institutional racism, and we want to make clear that we do not tolerate racism of any kind.

Racist language, remarks and jokes are not tolerated.

What you can do

- ◆ Treat the people you meet with respect and fairness
- ◆ Report bullying, discrimination and unfairness
- ◆ Help us to promote the ITeC to minority groups
- ◆ Become an active citizen
- ◆ Read the monthly E&D updates and contribute your own articles
- ◆ Sign to show you agree with our policy and will work with us to promote equality and diversity.

Signed, Student: _____ Date: _____