



EQUALITY AND DIVERSITY POLICY

PHX MISSION STATEMENT

PHX Training Ltd recognises that many people in our society experience discrimination or lack of opportunity for reasons which are not fair.

These include: race, religion, creed, colour, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability (including mental illness), HIV status, marital status, responsibility for dependants, geographical area, social class, income level or criminal record.

PHX Training Ltd is committed to a Policy of Equality of Opportunity which respects the identity, rights and value of each individual.

PHX Training Ltd is positively committed to oppose all direct and indirect discrimination in the organisation.

PHX Training Ltd fully believes everyone is entitled to a working and learning environment which promotes dignity and respect to all. The commitment to diversity and equality in the workplace is not only good management practice but makes sound business sense.

PHX Training Ltd will

- **challenge discrimination and lack of opportunity in its own policy and practice and will encourage other organisations and individuals to do the same**
- **aim to create a culture that respects and values each others' differences and recognises that difference/diversity is a great asset to our organisation – to its work and the people it serves. No form of intimidation, bullying or harassment will be tolerated.**
- **ensure all employees, volunteers, learners and collaborative partners will be made aware of the objectives within this policy and encouraged to support its objectives**
- **Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings**

This policy will be implemented within the framework of all relevant legislation, which includes:

- **Equal Pay Act 1970 (Equal Value Amendment 1984)**
- **Rehabilitation of Offenders Act 1974**
- **Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)**
- **Race Relations Act 1976**
- **Disability Discrimination Act 1995**
- **The Protection from Harassment Act 1997**
- **Race Relations (Amendment) Act 2000**
- **Race Relations Act 1976 (Amendment) Regulations 2003**
- **Employment Equality (Sexual Orientation) Regulations 2003**
- **Employment Equality (Religion or Belief) Regulations 2003**



- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006

EQUALITY AND DIVERSITY POLICY

Objectives

- develop an ethos which respects and values all people
- actively promote equality of opportunity
- prepare learners for life in a diverse society
- promote good relations amongst people within the organisations community and the wider communities within which we work
- eliminate all forms of unfair discrimination, bullying, harassment or other oppressive behaviour
- deliver equality and diversity through our organisational policies, procedures and practice
- do our utmost, within available resources, to remove barriers which limit or discourage access to PHX Training Ltd's provision and activities
- take positive action to provide encouragement and support to individuals and groups whose progress has been limited by stereotyping and cultural expectations
- monitor the implementation of equality and diversity within the organisation
- set targets for improvement and evaluate the impact of equality and diversity action in achieving our goals.

Standards and Good Practice

Equality of opportunity is crucial to good practice in adult education, in which fairness of opportunity for all is a basic right. This policy is therefore underpinned by the following values, principles and standards

- active challenge to stereotypes, prejudiced attitudes and unfair discriminatory behaviour
- commitment to inclusive education which enables and supports all students to develop their full potential
- commitment to the positive development of all staff
- accountability for compliance with this policy by all members of PHX Training Ltd Centres and others engaged in PHX Training Ltd business or activities.

Responsibilities and Accountabilities

The Managing Director is responsible for:

- making sure that PHX Training Ltd follows all of its equality and diversity policies and codes, and meets its legal responsibilities with respect to equality

The Operations Manager is responsible for:

- giving a consistent and high-profile lead on equality and diversity
- promoting equality and diversity inside and outside the training organisation
- ensuring policies and procedures are in place to comply with all equality legislation



- ensuring that PHX Training Ltd implements its equality and diversity policies and codes of practice
- ensuring quality audits are carried out in all areas of Equality & Diversity
- ensure there is baseline data on admission which is used to ensure client progression
- ensure there is baseline data on admission for staff recruitment and career progression
- ensure there is a 3 year Disability Equality Action Plan in place, which is monitored & reported on (DDA Amendment 2006)
- making sure that all staff know their responsibilities and receive the support and training necessary to carry them out
- following the relevant procedures and taking action in cases of unfair discrimination, harassment or bullying

All staff are responsible for:

- promoting equality and diversity, and avoiding unfair discrimination
- reviewing on an annual basis the existing policy
- challenging any incidents of unfair discrimination, or racial, sexual or other stereotyping, perpetrated by students or other staff
- analysing any reported incidents
- keeping up-to-date with equality law and participating in equal opportunities and diversity training

All learners are responsible for:

- respecting others in their language and actions
- having an input into policy amendments
- implementing all of the PHX Training Ltd's equality and diversity policies and codes of practice

Monitoring and Review

- This Equality and Diversity Policy has been developed by all staff. The Policy has been approved and adopted by all PHX Training Centres. The Operations Manager, staff & clients will review this policy on an annual basis whereupon examination of the logged incidents will be taken into consideration. Due amendments may then be made if necessary.
- Within this process "The Security Working Group", as one of its responsibilities will progress the development of all aspects of this policy .
- The Operations Manager will be responsible for the development of a 3 year action plan, for keeping it under review and for evaluating its effectiveness. The 3 year action plan will outline PHX's's key priorities, outcomes and targets to narrow any identified gaps in the experiences of disabled people compared to non-disabled people. Progress towards targets will be detailed at Manager's Meetings on a monthly basis
- At each stage of this process disabled staff and clients will be actively involved.

Equality and Diversity Information will be gathered from a variety of sources, which will include the following:

- client reviews



- **client and staff questionnaires**
- **feedback from external agencies and partners**
- **analysis of complaints and grievances and their outcomes**
- **analysis of suggestions from the SWG (Security Working Group) meetings and Learning Centre suggestion boxes**
- **annual policy review**
- **quality audits.**
- **baseline data will be produced on the admission and progression of clients with disabilities at PHX Training.**
- **similar baseline data for staff recruitment and career progression.**

In addition to the PHX's annual self assessment process, information gathered from client reviews, evaluations & the SWG and client perception of courses will be reported regularly at staff meetings.

SIGN

DATE