



# Equality and Diversity Policy



## **Paddles Up Training Equality and Diversity Policy**

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### **Statement of Policy**

Paddles Up Training (PUT) recognises it is essential to provide equal opportunities to all people without discrimination and we are committed to encouraging equality and diversity among our workforce, learners, community and eliminating discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

To this end, the purpose of the PUT Equality and Diversity Policy is that:

- We will not unlawfully discriminate because of the Equality Act 2010, protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- We will provide equality, fairness and respect for everyone in our employment - whether temporary, part-time or full-time.
- We will oppose and avoid all forms of unlawful discrimination, including those incurred through pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other development opportunities.



## Company Responsibility

PUT is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment, as this is good practice and makes business sense.

To this end, PUT will:

- Create an environment for learners, providers, volunteers and employees that is free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Review practices and procedures when necessary to ensure fairness, and also update them and the policy to take into account changes in the law.
- In order to make sure we are meeting the aims and commitments set out in this policy, we will monitor\* the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity\*\*.

\*Monitoring will also include assessing how the equality policy, and any supporting action plan, is working in practice. We will review these annually and consider what action should be taken to address any issues.

\*\*Where necessary, learners, providers, volunteers and employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

- Make decisions concerning learners, providers, volunteers and employees career development and promotion based solely on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act). Make reasonable adjustments within the workplace for those employees who become disabled during employment or for disabled applicants at recruitment.



## **Training**

PUT is committed to providing training for learners, providers, volunteers and employees about their rights and responsibilities under the equality policy.

Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand that they, as well as PUT, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment or deployment against fellow employees, customers, suppliers and the public.

PUT will:

- Make opportunities for training, development and progress available to all, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

## **Grievances and Victimisation**

PUT will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the company's disciplinary and/or grievance procedures and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal/ termination of the provider service agreement without notice. Further, sexual harassment may amount to a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.



## **Employee / Provider Responsibility**

It is the Employee/ Providers responsibility to familiarise themselves with and to adhere to this policy. PUT will support the employee/ Provider and provide updates as and when they arise.

## **Responsibility to Learners**

PUT is committed to providing equal opportunities for all learners to undertake training courses and assessments in line with the Equality Act 2010 and all other applicable regulations and legislation (e.g. Qualification-specific requirements for regulated qualifications, HSE regulations and restrictions). When requested and if possible, we will make sure reasonable adjustments are made for learners with specific needs so they may undertake training and assessments on a fair and equitable basis with all other learners.

Learners and providers are directed to the Special Considerations and Reasonable Adjustments policy for further guidance: <https://paddlesuptraining.com/policies/>

For assessment outcomes, special consideration will be given to those who have experienced temporary injury, illness and/or health or well-being issues at the time of assessment. PUT will also make sure all learners are given the opportunity to undertake training courses and assessments in an environment that is free of bullying, harassment, victimisation, unlawful discrimination and where dignity and respect for all is actively promoted.



## **Policy Review Arrangements**

We will review this policy on an ongoing basis as part of our continuous improvement activity and revise it as and when necessary in response to customer and learner feedback, changes in our policies and processes and actions from allegations.

In addition, we may update this policy in light of operational feedback to make sure our arrangements for dealing with suspected cases of malpractice and maladministration remain effective.

## **Contact us**

If you have any queries about the contents of the policy, contact our customer service team:

Tel: 0300 0119 500

Email: [coaching@paddlesuptraining.com](mailto:coaching@paddlesuptraining.com)

Darryll Shaw

Paddles Up Training Responsible Officer