

# North Bristol Apprenticeship Centre Equality and Diversity and Inclusion Policy

## Document No: [NBTAC-005]

<b>Specific staff groups to whom this policy <u>directly</u> applies</b>
Apprentices, Apprenticeship Centre Staff

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## 1. Executive summary

- 1.1 North Bristol NHS Trust Apprenticeship Centre is the apprenticeship training arm of North Bristol NHS trust.
- 1.2 NBT apprenticeship centre exists to provide a high standard of training for all our apprentices and other learners and to deliver a return on our investment and added value to our Trust.
- 1.3 This policy is for Apprentices, Learners, Line Managers and Apprenticeship Centre Staff to follow in relation to the Equality, Diversity, and Inclusion of all apprentices under the protection of the North Bristol NHS Trust Apprenticeship Centre
- 1.4 This Policy should be read in conjunction with the following NBT policies:
- 1.2.1. Equality and Diversity Policy
  - 1.2.2. Recruitment & Selection,
  - 1.2.3. Grievance,
  - 1.2.4. Harassment & Bullying,
  - 1.2.5. Appeals,
  - 1.2.6. Raising Concern

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## 2. Policy statement

- 2.1 North Bristol NHS apprenticeship Centre is committed to eliminating individual and institutional discrimination, harassment and victimisation across all protected characteristics set out in the Equality Act 2010.
- 2.2 We endeavour to create a learning environment for all our apprentices/learners that consider their individual needs
- 2.3 We will ensure all our staff, apprentices/learners and other stakeholders understand that they are entitled to be treated fairly and equally and we will take stringent steps to ensure this is adhered to

## 3. Purpose of the policy

- 3.1 The purpose of this policy is to ensure that all Apprentices are not unlawfully discriminate on the grounds of any of the protected characteristics identified by the Equality Act. These are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) and/or sexual orientation or gender reassignment. Selection for employment, promotion, training, or any other benefit will be on the bases of aptitude and ability. A similar set of values will underpin the recruitment of learners to programmes of training and study. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation. To that end, the aim of this policy is to foster equality and fairness for all and those who deal with us. Through the Centre culture, we aim to educate, inform and nurture best practise and behaviour in relation to Equality and Diversity.

## 4. Scope of the Policy

- 4.1 This Policy will apply to all apprenticeship training and education activities and will incorporate all North Bristol NHS Trust Policies for Equality and Diversity
1. 1.2.1. Equality and Diversity Policy
  2. 1.2.2. Recruitment & Selection,
  3. 1.2.3. Grievance,
  4. 1.2.4. Harassment & Bullying,
  5. 1.2.5. Appeals,
  6. 1.2.6. Raising Concern

## 5. Definition of terms

Term	Definition
Equal opportunities	Is a principle that emphasises that opportunities in employment, education and other areas are available to all. Equality means treating everyone with equal dignity and worth regardless of characteristics
Diversity	Means recognising that everyone is different. Diversity is about respecting and valuing the differences that everyone brings to work and the workplace in which they operate.
Disability	If a person a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.
Direct discrimination	Occurs when someone is treated less favourably than another person because of their age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, and sexual orientation (known as protected characteristics).
Indirect discrimination	Can occur when you have a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share one of the following protected characteristics: age, race, religion or belief, sex, sexual orientation, marriage and civil partnership, disability, and gender reassignment.
Harassment	Is 'unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.
Victimisation	Occurs when an employee is treated badly (suffers a detriment) because they have made or supported a complaint or raised a grievance under the Equality Act 2010 or because they are suspected of doing so.

## 6. Roles and responsibilities

Apprenticeship Centre Staff and Apprentices/Learners are responsible for.

- 6.1 Acting in ways that are in accordance with the North Bristol Trust policy and Trust values.
- 6.3 Acting fairly and compassionately; treating other people as individuals responding to their needs
- 6.3 Respecting others' privacy and dignity; ensuring they do not discriminate, harass, or intimidate others or encourage other people to do so
- 6.4 Using communication methods that other people understand when carrying out duties.
- 6.5 Taking account of their own behaviour and its effects on others
- 6.6 Undertaking relevant equality and diversity training and staff are to undertake training on the policy
- 6.7 Informing their manager if they become aware of any behaviour that undermines equality and diversity.
- 6.8 Ensure they follow all the Equality and Diversity Policies for the trust in addition to this policy
- 6.9 Staff are responsible for promoting and encouraging apprentices to engage with the policy

## 7. Training and Assessment of Apprentices/Learners

The training and assessment of apprentices / learners will support the equality, diversity, and inclusion policy. To ensure that this happens:

- 7.1 We will ensure that all apprentices / learners, regardless of their background, achieve their potential.
- 7.2 All apprentices / learners will be given access to training and development opportunities without being influenced by any protected characteristic.
- 7.3 Will encourage all apprentices / learners to develop an insight into the lives and experiences of people with different backgrounds of their own.
- 7.4 The training and assessment of apprentices / learners will be undertaken without discrimination either directly or indirectly.
- 7.5 We will make a wide range of training and assessment methods available to apprentices / learners.
- 7.6 Wherever possible, apprentices / learners with needs will be identified and we will provide the necessary reasonable adjustments to facilitate training and assessment.

## 8. Procedure

North Bristol Apprenticeship Centre Staff has a duty to promote equality and diversity issues and measures to their employees and ensure that they:

- 8.1 Apprentices/learners will be introduced to this policy during the apprenticeship introduction
- 8.2 Understanding and analyse their own practice against established good practice and assess risk to ensure that their practice is likely to protect them from false allegations.
- 8.3 Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- 8.4 Follow employee guidelines in the Trust Equality and Diversity Policies
- 8.5 Undertake annual training on equality and diversity to raise awareness of current issues and legislation.
- 8.6 This and the Trust policy will be used actively during the recruitment of apprentices.

## 9. Review Period

- 9.1 This policy will be reviewed on an annual basis or at the request of either management or staff side.

## 10. Associated policies/documents

This policy should be read in conjunction with the list of NBT policies below,

- 10.1. Equality and Diversity Policy
- 10.2. Recruitment & Selection,
- 10.3. Grievance,
- 10.4. Harassment & Bullying,
- 10.5. Appeals,
- 10.6. Raising Concern

## 11. References

11.1 Equality Act 2010 <https://www.gov.uk/guidance/equality-act-2010-guidance>

11.2 Equality, Diversity, and Inclusion Website <https://www.gov.uk/government/organisations/home-office/about/equality-and-diversity>