

Title: **EQUALITY AND DIVERSITY POLICY**      Ref: HR-006 (v10)      April 2022

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## 1. Statement of policy and purpose of policy

We are committed to providing equal opportunities for all colleagues and applicants. We are proud to have an international and diverse workforce. We are fully committed to promoting diversity and treating all colleagues and job applicants equally, with respect and dignity. It is our policy that all employment decisions are based on merit and the legitimate needs of the business.

**Due to the specific nature and environment of the MTC's training centres (the Advanced Manufacturing Training Centre and Oxfordshire Advanced Skills), there is an Appendix to this policy which deals with the additional application of Equality, Diversity and Inclusion within the training centres.**

This policy underpins our duty to promote equality, diversity and inclusion under equality legislation and directives, including the Equality Act 2010 and other legislation and codes of practice that may be in place from time to time.

Our aim is to create an environment and culture where difference is valued and where every colleague and apprentice is treated fairly on the basis of their abilities and potential without regard to the following protected characteristics as mentioned in the Equality Act 2010 (except where legislation makes special provision):

We do not discriminate on the basis of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate (referred to as 'protected characteristics').

Our intention is to enable all our colleagues and apprentices to work in an environment which allows them to fulfil their potential without fear of discrimination, harassment or victimisation. Our commitment to equal opportunities extends to all aspects of work including:

- Recruitment and selection procedures
- Terms of employment, including pay, conditions and benefits
- Training, appraisals, career development and promotions
- Work practices, conduct issues, allocation of tasks, discipline and grievances
- Work-related social events
- Termination of employment and matters after termination, including references

This policy is intended to help us to achieve our equality, diversity and inclusion aims by clarifying the responsibilities and duties of all colleagues and apprentices in respect of equal opportunities and non-discrimination.

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The principles of non-discrimination and equal opportunities also apply to the way in which our colleagues treat visitors, customers, members, suppliers and former colleagues.

## 2. Who is responsible for Equality and Diversity?

MTC colleagues and apprentices are collectively responsible for achieving an equal opportunities working environment. This policy therefore applies to all apprentices and colleagues irrespective of seniority, service and working hours, including all colleagues, directors, consultants and contractors, casual or agency staff, apprentices, trainees and fixed term staff and any work experience students or placements.

All colleagues and apprentices have personal responsibility for conducting themselves in line with this policy. We will not condone or tolerate any form of harassment, whether engaged in by employees or by outside third parties who do business with MTC, such as members, clients, customers, contractors and suppliers.

## 3. Training for New Starters

We give and promote this policy to all new colleagues and apprentices when they join the company and all new colleagues including apprentices are required to take an Equality and Diversity on-line learning assessment, which they must pass. We also require all colleagues and apprentices to attend annual refresher training in Equality and Diversity.

## 4. Colleagues' Duties

As a colleague or apprentice, you have a duty to co-operate with MTC to make sure that this policy is effective in ensuring equality, in preventing discrimination in any form and promoting inclusion. Any act of improper or unlawful discrimination, harassment, bullying or intimidation will be dealt with under the Disciplinary Procedure. We will treat serious breaches of this Equality and Diversity Policy as potential gross misconduct that could result in summary dismissal. You should also bear in mind that you may be personally liable for any act of unlawful discrimination or harassment. Colleagues or apprentices who commit serious acts of harassment may also be guilty of a criminal offence.

You should contact your manager if you suspect discriminatory acts or practices or cases of harassment or bullying. You must not victimise or retaliate against a colleague who has made allegations or complaints of discrimination or harassment or who has provided information in good faith about such discrimination or harassment. We will regard such behaviour as potential gross misconduct which could result in

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summary dismissal. You should support colleagues who suffer such treatment and are making a complaint.

## 5. Direct discrimination

Direct discrimination occurs when, because of one of the protected characteristics, a job applicant, a colleague or apprentice is treated less favourably than other job applicants or colleagues are treated or would be treated.

The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the job applicant or colleague is associated and not on the job applicant's or colleague's own protected characteristic. In addition, it can include cases where it is perceived that a job applicant or a colleague has a particular protected characteristic when in fact they do not.

We will take all reasonable steps to eliminate direct discrimination in all aspects of employment.

## 6. Indirect discrimination

Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or colleagues but which is discriminatory in its effect on, for example, one particular sex or racial group.

Indirect discrimination occurs when a provision, criterion or practice (PCP), which is discriminatory in relation to a protected characteristic of the job applicant or colleague, is applied to the job applicant or colleague. A PCP is discriminatory in relation to a protected characteristic of the job applicant or employee if:

- it is applied, or would be applied, to persons with whom the job applicant or colleague does not share the protected characteristic
- the PCP puts, or would put, persons with whom the job applicant or colleague shares the protected characteristic at a particular disadvantage when compared with persons with whom the job applicant or colleague does not share it
- it puts, or would put, the job applicant or colleague at that disadvantage, and
- it cannot be shown by the MTC to be a proportionate means of achieving a legitimate aim.

We will take all reasonable steps to eliminate indirect discrimination in all aspects of employment.

## 7. Recruitment, advertising and selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and

qualifications. We are committed to applying this Equality and Diversity Policy at all stages of recruitment and selection and collect equality and diversity data throughout the recruitment process to assess this. Human Resources Business Partners attend every second stage interview to ensure that the recruitment process and interview are conducted with due regard to the Equality and Diversity Policy, and recruiting managers receive training to remove unconscious bias from the process.

Advertisements will aim to positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, we will, as far as reasonably practicable:

- a) Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants with a particular protected characteristic.
- b) Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of applicants with a particular protected characteristic.

In the case of job applicants with disabilities or additional needs, we will have regard to our duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

## **8. Training and promotion**

We will train managers in the Equality and Diversity Policy and in helping them identify and deal effectively with discriminatory acts or practices or acts of harassment or bullying and remove unconscious bias from the workplace. Managers will be responsible for ensuring they actively promote equal opportunity within the departments for which they are responsible.

We will also train colleagues to help them understand their rights and responsibilities in relation to Equality and Diversity and what they can do to create a work environment that is free from discrimination, bullying and harassment and one that is inclusive to all colleagues.

## **9. Terms of employment, benefits, facilities and services**

Terms of employment, benefits and facilities will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

## **10. Equal pay**

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We are committed to equal pay in employment. We believe that all colleagues, regardless of their characteristics, should receive equal pay for like work, work rated as equivalent or work of equal value.

**APPENDIX 1: MTC TRAINING**



Inspiring Great British Manufacturing

## Equality, Diversity and Inclusion Policy

Policy owner: Quality Enhancement, Compliance and Systems Manager

Date Policy Approved: 1 February 2022 (appointment of new managing director)

Policy Approved By: David Grailey

Job Title: Managing Director – MTC Training

Signature: 

Next Policy Renewal Date: 1 August 2022

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MTC Training seeks to provide the opportunity for all to learn and achieve, no matter what their age, personal beliefs, background or circumstances.

It is the policy of MTC Training to recognise and encourage the valuable and enriching contribution that people from a range of backgrounds and experiences can bring to the life and development of the organisation.

We aim to provide a range of training programmes that encourage everyone to participate in learning. Through our teaching, administration and support services, and our work in the community, we will promote equality of opportunity and access to success.

### **1 Promotion**

This policy and associated procedures, guidance and documentation together with the individual and collective obligations contained within it, are promoted to all MTC Training colleagues, learners (including apprentices) and learners' employers on an ongoing basis.

As an integral element of the onboarding and induction process, learners are issued with a copy of the policy and taken through the policy to ensure they understand the policy and associated procedures, guidance and documentation.

MTC Training's employer partners are made aware of this policy and associated procedures, guidance and documentation, including any specific obligations that they and their learner need to meet.

Each employer partner signs a declaration stating that they understand their obligations under the policy and that they agree to abide by their obligations.

This policy is also available on the MTC training website for external visitors to review and download.

### **2 Who this policy applies to**

The policy applies to all learners and colleagues throughout all aspects of MTC Training's programmes and services.

### **3 Aims**

We will provide a portfolio of programmes that enables us to meet a wide range of individual learners' needs, goals and aspirations.

Our procedures for recruiting and selecting colleagues and learners will be sensitive to, and promote, equality of opportunity, and will maintain the principles of safer recruitment.



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We will ensure that the ethos and environment of MTC Training enables all learners and colleagues to feel welcome, supported and valued, with access for all to our facilities and services.

We will encourage learners and colleagues to recognise, understand and value diversity. We expect the behaviour of all colleagues and learners to demonstrate their commitment to and engagement with MTC Training's Equality, Diversity and Inclusion Policy and values at all times.

We will develop our learner induction programme to enable learners to understand our policy, its implications, and how they can contribute to achieving greater equality of opportunity.

We will provide training for all learners to enable them to understand and engage with our policy, participate in its implementation and promote equality of opportunity.

We will monitor the effectiveness of this MTC Training policy and other related policies.

#### 4 Rights

Under the MTC Training Equality, Diversity and Inclusion Policy, learners have the right to:

- Learn and achieve
- Be treated fairly in all aspects of their learning
- Be treated with respect by all other members of the AMTC community
- Be valued for their contribution to MTC Training in an environment that:
  - Encourages each and every person to contribute fully, on an equal basis.
  - Ensures everyone is free from discrimination, harassment and bullying.

MTC Training will ensure that we:

- Are supportive of equal opportunities
- Take sensitive and supportive action if discrimination, harassment and / or bullying is suspected.

#### 5 Responsibilities

Learners and colleagues are required to treat all members of the MTC Training community with consideration and respect, showing fairness and honesty. They must not bully or harass.

This means they must not:

- Use behaviour, which is unwanted, inappropriate, causes distress or is unacceptable to others.
- Threaten to undermine the safety of themselves or of others.
- Persecute others by intimidation, unfair, sarcastic or malicious behaviour.
- Illegally or unfairly discriminate against others.
- Use language which is offensive or disrespectful of others.

In all aspects of their behaviour, learners and colleagues should respect and value the contribution of all members of MTC Training. Learners should report to a training colleague any incident which infringes either their own or others' rights. If learners feel that they are being treated unfairly or without respect, they are encouraged to talk to somebody they trust to help them. They should let someone in authority know about the situation.

## 6 Anticipatory Duty

It is our duty to be prepared for, and to anticipate, the likely requirements of all individuals and the nine protected characteristics as recognised in the Equality Act 2010 by planning in advance. We endeavour to do this by being inclusive in our approach and by creating an environment where individuals are safe in the knowledge that we will respond to any identified needs or support requests in a positive and considerate way throughout our recruitment processes, delivery of apprenticeship training, and all associated activities.

## 7 Breach of Policy

Disciplinary action will be taken against any MTC Training-employed learner or colleague who is found to have committed an act of discrimination or harassment. Serious breaches of policy will be viewed as gross misconduct and, where relevant, external authorities will be advised.

We operate a complaints procedure which should be used in the event of any grievances. This procedure is available on request from MTC Training colleagues as well as being displayed on our website. The aim throughout is to resolve the complaint sensitively, impartially, effectively and quickly. Depending on the seriousness of the allegation, the person concerned may be suspended (or excluded if not employed by MTC Training) while the matter is being investigated under our disciplinary procedures. For learners employed externally, the procedures of their employer may also apply.

## 8 Confidentiality

Any information disclosed that is considered personal or sensitive, including information regarding one of the nine protected characteristics, will be disclosed on the understanding that it is done in confidence, will only be shared with relevant

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personnel by prior written agreement and will not be shared without explicit consent being given by the individual.

Where written permission is given by individuals to pass on information, the whole organisation shall be considered to know. It will be the responsibility of the informed person to pass information to the appropriate individuals and make all appropriate arrangements to facilitate the needs of the learner, client or customer without cause to embarrassment or disadvantage. We will, through induction, ensure individuals understand the importance of confidentiality and how to maintain it.

## 9 Complaints & Grievances

In order to protect learners and colleagues alike, we will ensure that each person has redress against harassment, bullying or victimisation during any part of their learning or programme.

We will ensure that any individual who feels that they have been treated unfairly or subjected to direct or indirect unfair discrimination can raise the matter by accessing our [complaints procedure](#). Every effort will be made to secure a satisfactory resolution. Any individual making a complaint of unfair discrimination will be protected from any victimisation in any form.

Individuals must use the guidelines and procedures issued to them as part of their induction.

A record of all complaints made by learners and customers will be held in confidence on their file.

The reason for all complaints will be reviewed and action taken where appropriate in an endeavour to prevent a reoccurrence.

## 10 Right to Advice, Counselling & Mediation

We support everyone's right to advice and to legal protection. We aim to address grievances internally through our own policies and procedures. If this is not possible, we will endeavour to source independent advice, counselling or mediation for the individual to pursue if they so wish.

## 11 Monitoring

Regular monitoring by the MTC Training Senior Leadership Team of the policy and any associated processes will take place on a quarterly basis to ensure compliance with this policy. This monitoring will include vulnerable learners as identified, in particular those who are recent care leavers, in receipt of free school meals (where

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appropriate), and looked after children. In addition, the MTC Training senior management team will analyse the data with reference to the equality strands to ensure that all learners have equal opportunity for success and that there are no significant gaps in achievement for any groups or sub-groups of learners.

## 12 Information Computer Technology (ICT) and Data Protection

The use of electronic communication will be monitored to ensure that no offensive material is introduced into the MTC Training environment and that personal privacy of data is protected.

We will not require anyone to provide any detail on their application about which they are uncomfortable.

We will encourage all individuals to disclose all relevant information about themselves in order to be able to effectively support them in an appropriate manner.

Anyone whose personal data is stored by us will have the right of access to it. We are fully in agreement with and adhere to the regulations contained in the [Data Protection Act 2018](#)

## 13 Recruitment to apprenticeship programmes

We will consider previous qualifications, achievements and experience for the purposes of recruitment and recognition of prior learning (RPL) for all apprentices.

Applicants requiring assistance at interview or during initial assessments are encouraged to request this in advance to enable us to make the necessary arrangements or adjustments.

If additional support is required during the learning programme (e.g. learning or welfare support), this should be noted clearly on the application form or advised verbally to the interviewing MTC Training team colleague.

Reasonable adjustments will be made to ensure inclusive learning, which will consider the nine protected characteristics.

## 14 Induction

When a learner requires a reasonable, it will be the responsibility of MTC Training's Deputy Director – Delivery and Quality Manager, in consultation with the individual, to ensure that such reasonable adjustments are made.

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Inductions can be personalised to ensure that the individual's needs are taken into consideration in line with health, safety and welfare arrangements and to respond to the specific requirements of any of the nine protected characteristics.

Where MTC Training does not have the relevant expertise to respond to a request for a reasonable adjustment to be made, we will consult with external specialists.

## 15 Learning Support

We will, for all individuals where relevant, carry out initial assessment for English, Maths, or other determiners of current ability and suitability for the level of programme. Individuals will be advised of their results and every effort will be made to ensure that they are not subjected to any unnecessary testing or assessment.

Where additional learning support is identified as a need, and where the individual agrees to accept this, we confirm that every effort will be made to provide internal organisational support. In cases where this cannot be achieved, access to other agencies or organisations will be sought so that a continuous pathway of help and advice is identified for the learner. Such support will be subject to ongoing review.

Where a learner is employed, signposting and support will also be offered to their employer to enable them to fully support their needs.

## 16 Facilities

All learners will have equal access to all facilities and reasonable adjustments will be made where necessary. The responsibility for the implementation of any such reasonable adjustments will lie with the MTC Training Senior Management Team and, where applicable, the learner's employer.

Any other reasonable requests for adjustments or provision of facilities will be considered by the relevant manager.

## 17 Retention

As part of our commitment to equality, we will ensure that all reasonable measures are applied (where applicable) to the training programme to support achievement and retention.

It will be the responsibility of the Apprentice Co-ordinators, Senior Trainers and Quality Manager to identify and respond when there is a potential issue of retention for an individual, for example where dismissal by an employer of a disabled person is being considered on the grounds of sickness or incapacity.

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We will, if applicable, make such adjustments as are reasonable to enable an individual to attend and achieve.

Where relevant, advice related to the requirements of the Equality Act 2010 will be offered to employers or stakeholders to facilitate the successful completion of the learning programme or to support the facilitation of the client's or customer's work placement.

## 18 Adjustment

The prime responsibility for arranging the appropriate adjustment will lie with the Deputy Director – Delivery of MTC Training, and where applicable the employer. However, in many cases, a team approach will be appropriate.

The person with responsibility for arranging adjustments will at all times consult with the learner, client or customer concerned, whose agreement will be sought. The expertise of the individual concerning their own requirements will be recognised.

Where the person with initial responsibility does not have the relevant expertise to arrange a solution, they will consult with the Quality Manager. Where required, an external specialist may be consulted with prior authorisation from the Managing Director of MTC Training.

Once an adjustment has been made, this may need to be reviewed at agreed intervals to assess its continuing effectiveness.

We recognise the importance of taking proactive measures to remove barriers from the learning and training environment, and it is our responsibility to level the playing field for all our learners.

An action plan will be drawn up, in consultation with the individual and, where applicable, their employer, indicating which actions will be taken over a certain period of time, including who has responsibility for various aspects of the plan and how it will be monitored.

We treat all medical disclosures, including the carrying of prescribed drugs, confidentially, and will only share this information with colleagues, first aiders or other medical or paramedical personnel where it is necessary to safeguard the individual. We request emergency contact details for all learners, clients and customers.

We have team of specialists and access to expertise to support individuals with difficulties with reading, writing, and working with numbers, or where English is a second language.

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We also offer support with:

- Learning generally
- Behaviour and / or social issues
- Physical and / or mental ill health

We will assist learners wishing to access agencies which can help with information, support, guidance and / or specialist equipment where this relates to a disability.

### **Examinations**

Individual needs of a learner need to be identified as soon as possible to enable us to make arrangements with the examining organisation, following the guidelines from Joint Council for Qualifications (JCQ). Some help that we can offer is:

- Extra time for tests
- A person to read / write
- A room away from distractions
- Additional resources or equipment
- Papers in large print

### **19 Apprentices employed directly by MTC and placed externally**

In all cases we work closely with employer partners and work placements to ensure there is suitable provision to meet individual needs. We make employers and work placements fully aware of the needs of the person and where appropriate / relevant, with the permission of the individual, any personal circumstances related to the nine protected characteristics. We actively encourage and support employers to ensure compliance with the [Equality Act 2010](#).

### **20 Monitoring the Policy**

We will monitor our policy and procedures by:

- Monitoring our intake and retention of learners based on age, ethnicity, disability and learning difficulties
- Monitoring complaints which are equality and diversity related.
- Monitoring safeguarding concerns which are equality and diversity related.
- Monitoring learner disciplinary outcomes by group and colleague disciplinary grievance, harassment and bullying by group or sub-group.
- Monitoring our personal and professional development process to see if equality and diversity issues are raised.
- Seeking learner feedback through the quality review process.

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## **21 Responsibility for implementation of the policy**

MTC Training's Deputy Director – Delivery is responsible for implementing and monitoring this policy.

## **22 Monitoring and Quality Assurance**

This policy will be reviewed on an annual basis (and when any significant change dictates amendment) by the MTC Training Quality Manager to assess its implementation and effectiveness. This is in line with statutory requirements.

Overall responsibility for the implementation of this policy is held by MTC Training's Managing Director.

### **Access to policy documentation, advice and support**

This policy is made available to all MTC Training colleagues in formats appropriate to the various audiences in Operations Manuals and information made available to the public via the MTC Training website. Our commitment to Equality, Diversity and Inclusion is promoted on posters and screens throughout the training centres, including within classrooms .

## **23 Policy endorsement.**

The policy will be promoted and implemented throughout MTC Training without exception.