



Equality & Diversity Policy

September 2021

1. Introduction

The Retrofit Academy CIC (TRA) is committed to ensuring that it delivers a service and range of qualifications that are fair, accessible and do not include any unnecessary barriers to entry, and that equality, diversity and inclusivity is maintained before, during and after the TRA experience.

The purpose of this Policy is to confirm the commitment of TRA to address discrimination, promote equality and diversity and provide equality of opportunity. It has been developed to take account of all current and relevant legislation, which at the time of writing includes, but is not limited to the Equality Act 2010.

2. Statement:

TRA is committed to eliminating discrimination and encouraging diversity amongst its employees, learners and any other persons or organisations' representatives associated with the work of TRA (hereafter referred to as stakeholders).

TRA's aim is that, where possible, all stakeholders will be truly representative of all sections of society and each stakeholder feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in TRA's activities, and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All stakeholders, whether part-time, full-time, temporary, or volunteer, will be treated fairly and with respect. Selection for employment, promotion, training, or any other activity will be based on aptitude and ability. All stakeholders 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.

3. Our commitment

- To create an environment in which individual differences and the contributions of all stakeholders is recognised and valued.

- Every stakeholder is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development, and progression opportunities are encouraged for all stakeholders.
- Equality in the workplace is good management practice and makes sound business sense.
- TRA will review all of its practices and procedures to ensure fairness.
- Breaches of TRA's equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by senior management and The Retrofit Academy Board. The policy will be monitored and reviewed annually. TRA recognises that everyone has a personal responsibility for the positive application of equal opportunities and the celebration of diversity. TRA management will ensure that a supportive framework is in place to guarantee the implementation of its Equal Opportunities and Diversity Policy.

TRA recognises that equality of opportunity cannot be achieved without:

- Developing procedures and practices which actively seek to promote equal opportunities and oppose discrimination.
- Training for staff, management, and directors.
- Establishing an environment in which people feel free to challenge discrimination.

4. Conduct and general standards of behaviour

All stakeholders are expected to always conduct themselves in a professional and considerate manner.

The Retrofit Academy expects the following from all stakeholders:

- Encourage respect for the individual.
- Encourage collective action to challenge prejudice and the structures that perpetuate it.
- Challenge stereotyped images internally and externally and, in their place, promote positive images.
- Declare as unacceptable any language, action or belief which is prejudiced, or which encourages prejudice in others.
- Not tolerate any form of behaviour, which is derogatory, demeaning or insulting to other persons or groups across the protected characteristics of age, disability,

gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender and sexual orientation.

5. Areas covered by the policy:

In the provision of services, TRA is committed to promoting equal opportunities for everyone. Throughout its activities, TRA will treat all people equally whether they are:

- Applying for a job or already employed by TRA.
- Seeking or using TRA services.
- Trainee workers and students on work experience or placements.
- Volunteer workers.
- Contracted workers e.g., external tutors, assessors, IQAs
- Learners
- Any other persons or organisations' representatives associated with the work of TRA.

5.1 TRA staff specific

In order to ensure the implementation of this policy, TRA will ensure its staff are proactive in adhering to good practice in terms of equality, diversity and inclusion.

This policy applies to all aspects of TRA employment including:

- Job advertisements.
- Recruitment and appointments.
- Training.
- Promotion.
- Conditions of work.
- Pay.

The Retrofit Academy recognises that everyone has a personal responsibility for the positive application of equal opportunities and that all staff must ensure that the Equal Opportunities and Diversity Policy is applied within any area under their control, within the framework in place and ensuring legal requirements.

TRA staff will treat all stakeholders, including colleagues, equally regardless of:

- Age.
- Disability.

- Economic status.
- Ethnic or national origins.
- Family responsibility or status.
- Gender.
- Language.
- Marital status.
- Nationality.
- Pregnancy.
- Race.
- Religion or belief.
- Sexual orientation.
- Trade Union or political belief.

TRA will provide equality training and guidance as appropriate to staff; including as part of their induction training as well as further on-going courses as identified via our internal staff performance review arrangements.

Discrimination, victimisation, or harassment are all considered very serious offences and will be treated as serious misconduct. All employees may be subject to disciplinary action for failure to adhere to the policy.

If an employee feels that they have suffered discrimination in any way, they must refer to the Grievance Procedure which can be found in the Staff Handbook.

Harassment of stakeholders by third parties will not be tolerated and TRA will monitor any complaints about this to identify and resolve any problem areas.

5.2 Qualification and curriculum development

The Retrofit Academy develops and reviews qualifications and curricula to ensure that there are no features that could disadvantage any groups of learners that share a particular characteristic or barriers to entry other than those directly related to the purpose of the units, qualifications, or curriculum.

The nature of any such features or barriers will be stated and the inclusion of the requirements that create the barrier justified in terms of why they are required for the particular unit, qualification or curricula.

5.3 Monitoring the success and relevance of TRA's arrangements

TRA is committed to complying with all current and relevant legislation which at the time of writing includes but is not limited to the Equality Act 2010 and Northern Ireland Equality Law.

As part of the learner registration and certification processes for qualifications and units TRA may collect information on diversity, requests for special considerations, access arrangements and feedback from learners, and other stakeholders.

TRA's Senior Management Team (SMT) is responsible for monitoring this policy as part of the self-evaluation activity. If relevant issues are identified that suggest that TRA provision or services may have unnecessarily impacted on learners the SMT will ensure that the relevant staff introduce, as appropriate, amendments to the provision and/or services where necessary and in accordance with TRA's documented procedures for developing and reviewing units and qualifications. This will also apply to curriculum design and delivery.

The self-evaluation report and action plan is monitored through TRA's SMT and the findings reported to the Board.

The Retrofit Academy will monitor the composition of its workforce and selection decisions for recruitment, promotion, and training. TRA will also monitor the diversity and inclusion profile for the recruitment, course delivery and success rates for its learners. This information will be analysed on a regular basis to ensure that TRA supports equal opportunities for all.

Details of TRA's on-going reviews will be made available to the qualification regulators upon request.

Policy Review arrangements

TRA will review this policy regularly and revise it as and when required, in response to stakeholder feedback, changes in TRA practices, actions from the regulatory authorities or external agencies or changes in legislation.

If you would like to feedback any views, please contact us via the details provided below.

Contact us

Anyone who would like to feedback on this strategy, or have any queries about its content, please contact us on:

T: 0330 055 7629

E: info@retrofitacademy.org

Related Policies

- Complaints policy.
- Appeals policy and procedures.
- Any other policy that may constitute malpractice or maladministration.