



## Equality and Diversity Policy and Implementation plan

### Students and Clients

#### 1. Statement

ALF CIC is fully committed to promoting equality and tackling discrimination to ensure fair access to learning and facilities for students & client and is committed to ensuring that all services take account of the diversity of local, national and international populations, without compromising quality of service. Services should be accessible to students regardless of age, disability, gender, race, sexual orientation and religion or belief ALF CIC is also committed to promoting equality and tackling discrimination which creates barriers to learning as part of the duty under the Equality Act 2010. As a leading provider of peer support, therapy/counselling, and education, ALF CIC expects all stakeholders to demonstrate respect and consideration for others and to behave in the manner expected of good citizens.

#### 2. Values and behaviours

In preservation of ALF CIC's values of inclusive practice, through fostering equality of opportunity, fairness, honesty and integrity ALF CIC will:

- I. Sustain an ethos of inclusion and participation through all staff, students, clients, and representatives.
- II. Promote and foster good relations between all staff, students, and clients with protected characteristics and those who do not have such characteristics.
- III. Take positive steps to counter inappropriate behaviours and eliminate unlawful discrimination, harassment and victimisation; including homophobic behaviour, prejudicial behaviour because of race, religion, age, gender, disability including such behaviour based on perceptions; staff and students are encouraged to challenge individuals or groups who express such behaviour.
- IV. Anticipate, remove or minimise disadvantages which could be experienced by people due to their protected characteristics.
- V. Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
- VI. Encourage people with identified under-represented protected characteristics to fully participate in educational activities and meaningfully engage with student activities.
- VII. Provide an environment which is accessible to all service users where practicably possible.
- VIII. Work with partner and stakeholder organisations to uphold and maintain our values and ethos.



- IX. Celebrate diversity and difference and strive to bridge cultural, social and psychological barriers.

### **3. Admissions to ALF CIC services and courses**

- I. ALF CIC will encourage disability disclosure and operate a Disclosure Policy which outlines procedure for data capture and provides clients, applicants, and students with the opportunity to restrict with whom disability information is shared.
- II. Admissions teams and academic staff will give equitable consideration to all applicants during the applications process and make reasonable adjustments to that process to ensure that all applicants have a fair and meaningful experience of the process.
- III. ALF CIC will ensure that it continues to offer its services to all areas of society, fostering social mobility through competitive and flexible courses and modes of delivery.

### **4. Teaching, Learning and Assessment**

- I. All teams will be set equality and diversity objectives based on Annual Monitoring Reports.
- II. Subject and curriculum development will take account of diversity and inclusion issues as appropriate and especially in relation to race, age, cultural and religious diversity, disability, gender and sexual orientation.
- III. Teaching staff will have staff development support in this area, as identified in appraisal and peer observations.
- IV. Reasonable adjustments will be made to assessment methods to meet the entitlements of disabled students and those from diverse ethnic and religious backgrounds.
- V. The Board will provide a forum at which specific issues in teaching, learning and assessment with regard to inclusive practice and diversity will be considered.



## 5. Equality and Diversity Aims and Objectives

- I. Develop the skills and knowledge of all staff across the ALF CIC to ensure that everyone is clear about their responsibilities and duties under the Equality Act 2010 and how these can be implemented.
- II. Ensure that ALF CIC's values and behaviours are embedded in corporate and academic practice at all levels of the organisation, including, but not restricted to policy and procedure.
- III. Undertake and record Equality analysis of all activity to ensure that all services and functions are not divisive nor preclude engagement for those with protected characteristics.
- IV. Continue to engage with key stakeholders and involve their views in actions and reviews.

## 6. Monitoring

- I. ALF CIC will monitor and record equality and diversity information about students on the basis of age, gender, ethnicity, and disability.
- II. Where it is possible to do so, and where doing so will not cause offence or discomfort to those whom it is intended to protect, ALF CIC will monitor the sexual orientation and religion or belief of students to ensure that they are not discriminated against in terms of the opportunities or benefits available to them. Individuals may choose not to disclose their sexual orientation or religion or belief and care will be taken to avoid inadvertent discrimination in such cases.
- III. ALF CIC will store equality and diversity data as confidential personal data and restrict access to this information in accordance with the Data Protection Act 1998. Equal opportunities information will be used exclusively for the purposes of equal opportunities monitoring and have no bearing on opportunities or benefits.
- IV. Statistical information of students (age, gender, ethnicity, and disability and where possible for sexual orientation and religion or belief) will be produced and published to monitor and evaluate services at ALF CIC such as , admissions, registration, achievement and onward progression
- V. All data will be submitted to the Board for review and action planning.



## 7. Review

- I. ALF CIC will review the operation of this policy annually (or more regularly if non-compliance or problems concerning equality and diversity issues are identified).
- II. ALF CIC will take remedial action if non-compliance under this policy or barriers to equal opportunities are identified.
- III. When reviewing the policy ALF CIC will consider the outcome of monitoring and review actions under communication and training plans.

## 8. Responsibilities

- I. The ultimate responsibility for the implementation of this policy and its functions is the Board of Directors at ALF CIC
- II. Operational responsibility is the responsibility of the nominated Equality and Diversity Lead.

## Appendix

### 1. Glossary of Terms

1. Diversity is a broader term than 'equality' or 'equal opportunities' or 'equality of opportunity'. Diversity policies encompass all individuals by recognising that all of us have different characteristics which make us unique and that organisations benefit from taking these into account when offering services or employing people. In contrast to equal opportunity, diversity is not about treating people equally but rather it is about recognising and responding to different needs, experiences and aspirations and acting accordingly. Diversity is complimentary to equality of opportunity.
2. Equal opportunities monitoring is the collection and analysis of information about a person that it used in order to check that a policy or procedure does not have an adverse impact on a particular group of people or amounts to unlawful discrimination. Information can be collected on race, disability, gender, age, and in some circumstances sexual orientation and religion or belief.
3. Unlawful discrimination includes *direct discrimination, indirect discrimination, victimisation and harassment*



4. Direct discrimination occurs where a person is treated less favourably on the grounds of race, racial group, colour, ethnic or national origins, sex, pregnancy, marital status, disability or sexual orientation or religion or belief.
  
5. Indirect discrimination occurs where an apparently neutral provision, criterion or practice would put a substantially higher proportion of the members of one sex, or people of a particular racial group or religion or belief, sexual orientation or with a disability at a particular disadvantage compared with other persons unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary.
  
6. Victimisation occurs where a person is treated less favourably because she or he has made a complaint of discrimination. This also applies to individuals who may have assisted or supported the complainant, for example, as a witness or by showing sympathy.
  
7. Harassment occurs when unwanted conduct takes place with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may involve physical acts or verbal and non-verbal communications and gestures. This will include physical, verbal and non-verbal acts.
  
8. Positive discrimination is where you make a decision in someone's favour because of his or her particular characteristic, e.g. race, gender or disability. Positive discrimination is usually unlawful, unless it falls within one of the very limited exceptions contained in the anti-discrimination legislation in relation to disability or as a genuine occupation requirement.
  
9. Positive action is often used as a way to minimise the effects and outcomes of past discrimination on groups. In some limited circumstances, employers or training bodies are allowed to take special measures relating to access to training for particular work, or encouragement to apply for particular posts. For example, where women are under-represented in senior management posts, running special training for women to encourage them to apply for senior posts is an example of positive action and lawful. However, the appointment of a woman to a senior post solely on the basis of her gender would be an example of positive discrimination and would be unlawful.
  
10. Genuine occupational requirement is an express exception to the positive discriminate on a particular ground. However, there are some very limited circumstances in which it may be lawful to discriminate on grounds such as race, gender, disability, sexual orientation or religion. For example, where being of a particular racial or religious origin is an essential requirement for the job, or for reasons of decency or privacy. For detailed information on exceptions please refer to the appropriate anti-discrimination legislation.



## **2. The Protected Characteristics**

### **Age**

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

### **Disability**

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

### **Gender reassignment**

The process of transitioning from one gender to another

### **Marriage and civil partnership**

Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters and legislation to allow same-sex marriage in England and Wales was passed by the Parliament of the United Kingdom in July 2013 and came into force on 13 March 2014.

### **Pregnancy and maternity**

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

### **Race**

Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

### **Religion and belief**

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

### **Sex**

A man or a woman

### **Sexual orientation**

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes