



ACADEMY
Online Learning Ltd

Equality and Diversity Policy

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Academy Online Learning Ltd

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1.0 Introduction

Academy Online Learning Ltd (AOLL) have the commitment to comply with equality and diversity regulatory and statutory requirements including the Equalities Law and Ofqual's Condition of Recognition.

Academy Online Learning is committed to achieving equal opportunities in recruitment, employment, teaching/learning, training and in the services it provides. No user of AOLL, whether employee, service user, volunteer or job applicant should receive less favourable treatment because of race, colour, ethnic origin, age, disability, religion, sexual orientation, transgender, marital status, or any other criteria.

1.1 Scope

This policy applies to all aspects of engagement with AOLL including:

- employment
- vacancy advertising
- selection
- recruitment
- training
- conditions of service
- termination of contracts
- enrolment
- tutoring
- assessment

This policy should be considered in conjunction with:

- Disability Discrimination Policy
- Health and Safety Policy

2.0 Persons Affected

- 2.1 All Staff (including tutors)
- 2.2 ALL job applicants
- 2.2 All learners (including prospective learners)

3.0 Aims

AOLL recognises that some clients and users of its services may have received less favourable treatment because of their past or present situation and may suffer discrimination and face serious barriers when trying to fulfil their true potential. It also recognises that not all forms of unreasonable and unfair discrimination are the subject of legislation. It is the aim of this organisation to take positive steps to redress discrimination, to improve equality of opportunity and to combat any unreasonable or unfair treatment which places people at a disadvantage for any reasons.

AOLL will not tolerate discrimination, harassment, bullying, victimisation or abuse of any person associated with its organisation.

4.0 Responsibilities

- 4.1 As an online provider AOLL will accept responsibility to promote equal opportunities and challenge discrimination where and whenever it occurs.
- 4.2 AOLL will provide training as is necessary to ensure the policy is effective and that everyone is informed.

- 2.2 It is the responsibility of each tutor, and service users to ensure that no other service user, or employee receive less favourable treatment than any other.

5.0 Procedures

5.1. Recruitment

- 5.11 All job vacancies will initially be advertised internally and externally to encourage applicants from all areas.
- 5.12 AOLL will ensure that job descriptions, personal specifications and application forms reflect the requirements of the job and do not imply race, sex or any other stereotyping.
- 5.13 All advertising will stress the uniqueness of AOLL and that it is seeking to welcome applicants with necessary and relevant skills and experience.
- 5.14 Application forms will make clear that life experience as well as formal qualifications and work experiences are all valued.
- 5.15 AOLL will monitor certain information about job applicants via the Equal Opportunities Monitoring Form. All information provided will be treated as confidential and will be clearly separated from all the processes concerned with selection of tutors.

5.2 Training Opportunities

Subject to requirements of doing their job, staff, including tutors, will be encouraged to go on courses relevant to their present job or personal development.

5.3 Working Conditions

- 5.31 AOLL recognises that pregnant women may well need changes to their work contracts and will consider sympathetically any requests for such change and make all reasonable adjustments.
- 5.32 AOLL encourages flexible hours to enable staff, including tutors, to facilitate caring for children and dependents. Requests for reduction/increase in work loads will be sympathetically considered subject to operational requirements.
- 5.33 AOLL will endeavour to ensure that as far as practically possible, that its website and online facilities can be adapted to meet the needs of all.

5.4 Use of Language

- 5.41 AOLL management, tutors, learners or service users will avoid and challenge the use of language which in anyway belittles the following:
 - any race, culture or religion
 - disabled groups or individuals with special needs
 - a person's sexual orientation and gender
- 5.42 Where the language used has a personal impact on others and it has been made clear to the person concerned that their use of language is unwelcome and or offensive, action may be taken if they persist.
- 5.43 All material used or developed by AOLL will be judged in the light of this policy to ensure it is free from discrimination.

5.5 Racial Harassment

No member of AOLL management, staff, learners or service users should be subjected to racial harassment.

Racial harassment includes:

- Name calling and verbal abuse
- Negative views or assumptions about a person's lifestyle, professional competence or abilities
- Intrusive or offensive questions and undermining comments
- Unfounded complaints, suspicion or mistrust and exclusion
- Racist jokes or innuendos
- Patronising, over-critical or bullying behaviour
- Putting individuals under pressure to conform or prove themselves
- A disproportionately heavy work-load
- Non-verbal actions (e.g. sending someone offensive jokes or images)

Where it has been made clear to the person concerned that their behaviour is unwelcome and they persist, the service user/employee/tutor who is the recipient of the behaviour will be entitled to make a formal complaint.

5.6 Sexual Harassment

No member of AOLL management, staff, learners or service users should be subjected to sexual harassment.

Sexual harassment is interpreted as unwanted behaviour of a sexual nature including:

- Verbal sexual abuse
- Physical contact
- Repeated remarks which an individual finds offensive

Where it has been made clear to the person concerned that their behaviour is unwelcome and they persist, the service user/employee/tutor who is the recipient of the behaviour will be entitled to make a formal complaint.

5.7 Dealing with Complaints

If any service user, member of staff or learner feel that they have been or are being discriminated against in anyway, they are entitled to pursue the matter with either:

- The Quality Manager, and/or
- The Director of Student Services

All instances or complaint of discriminatory behaviour will be treated seriously and fully investigated in line with the Complaints Policy.

6.0 Monitoring

The reason for a monitoring system is to advise, inform and consult with management, staff, tutors, Learners and service users to progress and improve equality and diversity within AOLL.

AOLL management will:

- Record all incidences where there is a breach of issues raised in the policy on the Incident Log.
- Ensure management, staff, learners or service users are aware and understand Equality and Diversity issues and practice within Academy Online Learning via training and development.
- Know, or have access to appropriate information, legislations, and policies for the purpose of carrying out their roles.