



EQUALITY & DIVERSITY POLICY

Statement

Jenflow Systems Ltd recognises that many people in our society experience discrimination or lack of opportunity for reasons which are not fair. These include: Race, religion, creed, colour, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability (including mental illness).

Here at Jenflow Systems Ltd we are committed to a Policy of Equality and Diversity which respects the identity rights and values of each individual and opposes all direct and indirect discrimination to both our trainees and employees. We believe everyone is entitled to a learning environment which promotes dignity and respect. This commitment is not only good management practice but makes sound business sense.

Objectives

- To deliver equality and diversity throughout policies, procedures and practice and develop an ethos which respects and values all people
- To challenge discrimination and lack of opportunity to actively promote equality of opportunity
- To create a culture that respects and values an individual's differences and recognises that difference/diversity is an asset to both learning and training
- To eliminate all forms of unfair discrimination, bullying, harassment or other oppressive behaviour. No form of intimidation, bullying or harassment will be tolerated in all aspects of Jenflow Systems Ltd
- Take positive action to provide encouragement and support to individuals and groups whose progress has been limited by stereotyping and cultural expectations and to prepare learners for life in a diverse society
- To ensure all employees, volunteers, learners and collaborative partners are aware and encouraged to support the objectives of this policy
- Promote good relations amongst people within the community and the wider communities within which we work
- Do our best, within available resources, to remove barriers which limit or discourage access to Jenflow Systems Ltd's training provision and activities
- Monitor the implementation, set targets for improvement and evaluate the impact of equality and diversity action.

Responsibilities

Domenic Etheridge & Michael Gibbs (Quality Assurers)

- Ensuring that Jenflow Systems Ltd implements and follows its equality and diversity policies and codes of practice and meets its legal responsibilities

Thomas Gibbs & Michael Gibbs (Head Trainers)

- Co-operating with the other trainers and employees participating in training to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination
 - Promoting equality and diversity, and avoiding unfair discrimination
 - Reviewing on an annual basis the existing policy
- Challenging, reporting and analysing any incidents of unfair discrimination, racial, sexual or other stereotyping perpetrated by staff.

Domenic Etheridge (Administrator)

- Relevant procedures and actions are followed in cases of unfair discrimination, harassment or bullying

Disclosure Procedure

Every employee involved in the training has a duty to report instances regarding the unfair or negative treatment and acts of discrimination, either direct or indirect, by any other individual either to themselves or to others. This can be achieved informally by speaking with the quality assurer or lead trainer.

Disciplinary Action

Action under Jenflow Systems Ltd disciplinary procedure will be taken against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of the equal opportunities policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

Examples of how Jenflow will aim to meet individual requirements

Language Barrier – Where possible, Jenflow staff will attempt to find any translations for worksheets and enrolment forms etc.

Learning difficulties - If a trainee has a difficulty in mathematics, a Jenflow staff member will assist with the working out of example worksheets and verbally explain how to work out using the easiest method to complete workings out.

Religion Requirements - If a trainee has specific religious dietary needs, Jenflow will adjust to this need insofar as is reasonable. Should a trainee have to conduct a specific religious activity during the

training – i.e praying, the trainee has time and space to do so. Jenflow members of staff will then bring the trainee up to date on anything missed on the course during this time.

Disability- If any customers have any issues relating to disability. I.e cannot get upstairs for practical. Jenflow will assist in creating a work station downstairs to the best of its ability.

Gender Equality – Should any trainee regardless of gender feel uncomfortable in the training environment, Jenflow members of staff will take due diligence in ensuring the training environment is free of prejudice or undue behaviour regarding issues such as gender or sexual orientation. Jenflow members of staff will pay equal care and attention to all genders.