



Equal Opportunities Policy and Code of Practice

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Equal Opportunities Policy and Code of Practice

Equal Opportunities - trying to make sure that all the people who want to, have an equal chance to use the services and facilities on offer, and will be treated fairly and equally if they want to apply for jobs with the organisation.

S. A. Associates recognises and values the cultural diversity which exists in British society and is committed to the elimination of all forms of discrimination and to creating equality of opportunity for everyone whatever their age, gender, race, religion, incapacity, impairment or special need.

1 Introduction

1.1 The aim of this document is to ensure that all S.A. Associates management personnel, associate tutors and comply with the requirements of equality legislation and provide equality of service and opportunity to all clients, delegates and employees.

2 The Policy Statement

2.1 S.A. Associates is committed to providing equality of service and opportunity, as far as reasonably practicable for all groups.

3 Explanation of Terms

3.1 *Direct or indirect discrimination* can be defined as policy or practice which will result whether intentionally or not, in a group or individual being treated less favourably than another.

3.2 *Victimisation* is less favourable treatment or action taken against a person for asserting the rights under the Equal Pay Act, The Employment Protection act, Sex Discrimination Act, Race Relations Act, The Equality Act, or this policy and code of practice.

3.3 *Discrimination* within the structure exists where rules, procedures, practices and restrictions are applied which lessen the opportunities of any group or individual.

3.4 *Institutionalised racism* exists where the organisation carries by nature of its structure policies and procedures which adversely affect or discriminate.

4 The Role of Management and all Associates

4.1 All S. A. Associates employees or any one participating in the organisation's work must ensure the compliance of all S.A. Associates activities with equality legislation and this policy.

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5 Monitoring

- 5.1 Employment: S. A. Associates will monitor its procedures for recruitment and employment and by doing so will be able to analyse and discover whether individuals from particular groupings are being treated less favourably in both through interviewing procedures and during their employment with the organisation.
- 5.2 Activities: the company will monitor participation and attendance at screenings and other events.
- 5.3 Where evidence of discrimination or victimisation exists, or a complaint of discrimination is made a review will be undertaken by the Company Director to establish the necessary remedial action that is required to prevent future issues of discrimination. The evidence, complaint and findings of the investigation will be shared with all relevant organisations.
- 5.4 All information relating to these issues will be treated as confidential and managed in accordance with the S.A. Associates data protection policy and arrangements.

6 Project Implementation

- 6.1 Selection of projects - the projects should where reasonably practicable reflect the diversity of the culture within the region and the diversity of the potential participants and audiences.
- 6.2 Events will, where reasonably practicable be accessible to those with issues of diversity.
- 6.3 Accessibility will be ensured through advertising in appropriate publications and at relevant venues to reach all sections of the community, or those that it has been decided to target for reasons of attaining better representation of issues of diversity.

7 Training

- 7.1 Training will be provided to enable all S.A. Associates employees to implement the policy efficiently.
- 7.2 Equal encouragement will be given to all persons regardless of gender, race, religion, incapacity, impairment or special needs to take advantage of training where opportunities previously did not exist.
- 7.3 All associates will be ~~asked~~ required to take part in an annual review of training needs and take up training in respect of:
- the needs of people with any issue relating to gender, race, religion, incapacity, impairment or special need.
 - laws relating to equal opportunities,

8 Recruitment and Selection

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- 8.1 **Job description and candidate specification:** where a job becomes vacant the organisation will review the area of work concerned. The job description will then be written and checked to ensure it does not contain any in built prejudice.
- 8.2 **Advertising:** publicity information must reflect the Equal Opportunities Policy. Visual material must carry a diversity of formats relevant to all groupings. A list of newspapers/networks will be compiled by the organisation as a check list.
- 8.3 A standard Equal Opportunities Statement will accompany all advertisements.
- 8.4 Advertisements will invite people to apply for details of the post to be filled in writing, e-mail or telephone.

In answer to enquiries, candidates will be sent in the delegates requested format:

- The job descriptions/candidate specification;
 - A copy of the S.A. Associates Equal Opportunities Policy and Code of Practice;
 - A monitoring form for details of gender, race, religion, incapacity, impairment or special need and the source from which the advertisement was obtained.
- 8.5 Criteria for initial selection or short listing must be clear and consistently applied to all applicants, following only the genuine requirements of the job and subject to the requirements of section 60 part 6 of the Equality Act
- 8.6 Candidates with disabilities will be offered any reasonably practicable necessary facilities for a fair interview and consideration must also be given to creating the appropriate reasonably practicable conditions to enable suitably qualified applicants with issues relating to gender, race, religion, incapacity, impairment or special need to be offered posts.

A copy of this policy and related documents is available in large print on request.

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