

(E04) Equal Opportunities, Diversity, Harassment and Bullying



The facts learners need to know, remember and follow

Equality and Diversity – Our Promise to you

- We want learners training with us, to be from all sections of society.
- We want you to feel good, respected, and able to do your best and achieve the best you can
- We want to provide equality and fairness for you regardless of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation (including Lesbian, Gay, Bisexual and Gender Reassignment), religion, age, offender status or care responsibilities
- We will not discriminate against you, neither will we tolerate discrimination by others

To make this happen, we will:

- Provide equality and diversity information during your induction programme
- Make every effort to give all learners, especially those with disabilities the most suitable support we can
- Provide additional support and the help of a Disability Officer where needed
- Place you with employers with equality and diversity policies
- Keep records of learners' racial origins, age and disabilities to make sure that our policies work
- Investigate complaints, take appropriate action and make sure that you are not victimised by anyone if you do make a complaint.

What you must do:

- Read and understand the equality and diversity policy.
- Follow the policy
- Treat everyone with respect

Harassment and Bullying – What is it?

- “Harassment” involved subjecting individuals to conduct which is unwanted and where the conduct has the purpose or effect of: violating the victim’s dignity or creating an environment that is intimidating, hostile, degrading, humiliating or offensive to the victim.
- “Bullying” can be “physical”, such as violence, spitting or damaging other peoples’ property, or can be “emotional”, such as continual teasing, insulting or hurtful comments, racist comments and bullying through social networking sites and email
- Anything which is done or said which makes someone feel upset even if it is not directed at you personally.

Access Training will:

- Not accept the harassment or bullying of learners or staff
- Take complaints seriously, investigate and take the appropriate action which could result in dismissal

Please ask for help from any staff member if you require any further information on the above.