



Equality & Diversity Policy

Yellow Tree Business Equality and Diversity Policy V1;

Effective Date: 25/02/2021

Review Date: 25/02/2022

GGS Salon Ltd T/A Yellow Tree Workforce Development Ltd. Company Registration Nos: 11373957

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Policy Statement

Yellow Tree WD values the diversity of the communities in which it operates and has a strong commitment to removing barriers to equal opportunities for both learners and staff.

Yellow Tree WD is totally opposed to discrimination of any kind, whether active or by omission, and will counter all forms of discrimination on the grounds of gender, marital status, family responsibility, health status, sexuality, age, disability, ethnic or national origin, colour, religious or political belief, class and mental health.

Yellow Tree WD also recognises the existence of institutional discrimination and works within structures and systems to counter discrimination, for example in terms of provider and staff recruitment, the social and physical environment, staff development and employment practises. Yellow Tree WD work within the remit of Equality Act 2010.

Yellow Tree WD has a complaints and grievance procedure for the reporting of events which contravene the ethos of fair treatment.

Yellow Tree WD will actively promote this equal opportunity and diversity policy in the pursuit of equality and widening participation in learning.

Our aim is to ensure that all learners and staff have the opportunity and freedom to develop to their full potential. We actively encourage students to join us in ensuring that they learn in an environment that welcomes them and acknowledges their individual needs.

1. Aim of the policy

Yellow Tree WD Equality and Diversity Policy aims to:

- Promote the policy with all stakeholders.
- Ensure engagement to the policy throughout the organisation.
- Provide regular and ongoing updates and training and development for all staff, apprentices and stakeholders.
- Use the policy in fair recruitment of our staff and associate trainers.
- Embed the principles into our training as part of induction and delivery in collaboration with employers and apprentices.
- Ensure an ongoing review of the policy in response to change and legislative updates. Formal updates at least annually in line with quality processes.

As an employer we aim to:

- Ensure that equality principles, with regard to contract status and career development opportunities, apply equally to all staff.
- Ensure that equal opportunities and practice inform all staffing policy.
- Encourage members of ethnic minorities, men and women to apply for posts in grades or areas of work where they are under-represented.
- Pay due regard to the special needs of individuals, including those with physical or sensory disabilities, who may require support.
- Have equally high expectations of all staff and providers irrespective of race, social background, gender and age.
- To work and offer support to all staff equally.
- Inform and consult staff on developments with the Equality Policy and train all staff in implementing the policy.
- Address Equality issues and Complaints with immediate and appropriate action.

As a provider of education, we aim to:

- Offer a supportive and welcoming environment to all learners and apprentices.
- Have equally high expectations of all learners irrespective of:
 - Age
 - Disability

- Gender reassignment
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
- Pay due regard to the special needs of individuals, including those with physical or sensory disabilities, who may require additional support.
 - Seek to widen participation by ensuring that marketing and admissions policies promote access for all potential learners and apprentices.
 - Deliver services to learners and apprentices in a way which is sensitive to their cultures, backgrounds and which respects all learners as individuals.
 - Where possible, to make reasonable adjustments to the learning environment and improve access for those with disabilities or special needs.
 - Provide all learners and apprentices with clear information on Equality and Diversity and the complaints procedure. Ensure that all new learning initiatives in the centre take account of the needs of the learners and community.
 - Request feedback from learners, apprentices and employers on their course and service they receive.
 - Ensure policies and practices are reviewed at least annually and updated accordingly and work in line with quality policies.
 - Log all complaints, advise funding bodies and take appropriate action where possible without delay.

2. Implementation of the Policy

To achieve the aims Yellow Tree WD will:

- Ensure that all staff and learners recognise that the implementation of good equal opportunities practices is the responsibility of everyone.
- Identify a named member of staff (or where appropriate a group) with responsibility for ensuring equal opportunities and perspectives are actively implemented in all aspects of the company's business.
- Work with the management team to ensure policies are in line with current legislation.
- Distribute policy statement to all members of staff and to learners, apprentices and their employers.
- Ensure that our ethos and environment create a welcoming and harmonious atmosphere.
- Provide staff, learners and stakeholders with equal opportunities awareness training as appropriate.
- Monitor the group identity of persons applying for, and being accepted onto, apprenticeships, courses and people applying for staffing posts. Review policies as necessary and at least annually.
- Maintain and publicise mechanisms for investigating alleged breaches to the Equality and Diversity Policy Statement taking appropriate action if required.
- To explain and provide a clear complaints policy and to treat all complaints fairly.
- Marketing of opportunities for apprentices, learners and staff impartially without discriminating against any group.
- Monitor and review this policy at least annually.

3. Learner and Apprentice Policy

- Where possible Yellow Tree WD will aim to ensure that the information about us is made available to the widest possible audience. Advertising and publicity materials will avoid stereotyping and prejudice.
- Marketing activities will be aimed at encouraging participation from groups of learners and apprentice who are underrepresented.

- During initial Information Advice and Guidance learners and apprentices will have an opportunity to identify additional support needs. Yellow Tree WD will, within resource constraints, meet those needs.
- Yellow Tree WD will seek to make continuous improvements to physical access in its buildings and within resource constraints facilitate access to all its learning provisions.
- As part of their induction programme, all learners and apprentices will be made aware of their responsibilities in putting the Equality and Diversity Policy into practice and the measures we will take to counteract all forms of bullying and other harassment.
- Data on learners and apprentices (including age, gender and ethnicity) will be monitored against success criteria such as retention and achievement and the results will be used to inform policies and KPI targets for the organisation.

4. Discrimination and Harassment

Yellow Tree WD does not tolerate any form of discrimination or harassment or bullying, including racism, sexism, homophobia, discrimination on grounds of disability or age, and discrimination against people with illnesses. (Definition of terms provided in section 5).

All complaints of discrimination or harassment will be dealt through the Complaints policy detailed below. All complaints will be monitored.

5. Definition of Terms

- **Equality** – Condition of being equal, between two or more.
- **Diversity** – unlikeness, different kind, variety
- **Bullying** - the behaviour arising from the deliberate use of strength or power in order to coerce others by threats and fear, with the wilful, conscious desire to hurt. It is a form of harassment and will be treated as serious.
- **Harassment against Lesbians, Gay Men and Transgender People**- may be defined as making or inciting the making of hostile or offensive acts of statements, which are derogatory to their sexuality. Specific examples of harassment include the ostracising of lesbians, gay men and transgender people because of their sexuality.
- **Harassment against People with Disabilities** - may be defined as making or inciting others to make any hostile or offensive act or remark because of a person's disability. Specific examples of such behaviour include ridiculing or taunting people with disabilities.
- **Racial Harassment** - any hostile or offensive act by a person of one racial and ethnic group against a person of another racial and ethnic group or any incitement to commit such an act. Specific examples of racial harassment include ridiculing an individual for cultural differences.
- **Sexual Harassment** - making or inciting others to make unwanted verbal or sexual advances, sexually explicit derogatory statements or sexually discriminating remarks which are offensive, threatening or humiliating. Specific examples of sexual harassment include unwelcome comments about dress and appearance especially if repeated after being asked to desist.
- **Sexism** - attitudes, procedures and patterns (economic, social and cultural) whose effect (though not necessarily conscious intention) is to create, maintain, and extend the power, influence, and privileges of one group of people and over another because of gender.
- **Racism** - attitudes, procedures and patterns (economic, social and cultural) whose effect (though not necessarily conscious intention) is to create, maintain, and extend the power, influence, and privileges of one group of people and over another because of race.
- **Ageism** - attitudes, procedures and patterns (economic, social and cultural) whose effect (though not necessarily conscious intention) is to create, maintain, and extend the power, influence, and privileges of one group of people and over another because of age.

6. Complaints Procedure

Learners are advised to raise their complaints using the Yellow Tree WD complaint policy. A copy is available on our website and all learners, apprentices and staff will be advised on the complaints' procedure during induction.

All complaints logged will be reviewed by the named member of staff and annual action plans and targets will be agreed. Where appropriate, immediate action will be taken.

7. Monitor and Review

- The management team monitors and reviews developments, complaints and implements policies and practices concerning Equality and Diversity.
- The management team agree annual action plan with targets for improvements in line with review findings.
- Strategic responsibility for equality lies with The Board of Directors the Equality & Diversity lead.
- Learner, apprentice and staff views on the policy and implementation are identified by means of sample surveys.
- Learner and apprentice enrolment, retention and achievements are annually monitored by ethnic group, gender, learning difficulty/disability, language and age. The findings inform the management team of further policy development and are incorporated in the SAR and QIP annually.

8. Contact

Please contact The Equality & Diversity officer, at: info@yellowtreewd.co.uk

Signed By:



Ellis Bailey
Managing Director