

Equal Opportunity Policy

1. INTRODUCTION

The policy of Omnibus Training Solutions (OTS) is to establish and maintain an environment in which equality of opportunity in all aspects of education, training and employment can be realised. The main criterion of this policy is that every person, regardless of age, culture, race religion, marital status, gender, sexual orientation or disability has, in all dealings with others, the right to be seen, treated and recognised on their individual merits without prejudice. OTS accepts the need for such a policy and is fully committed to the active promotion of equality of opportunity in the provision of all its services.

Except where permitted as positive action it is generally unlawful to discriminate in matters of employment and training in favour of, or against any particular group of individuals and this must be reflected in the services offered. This policy intends to ensure that appropriate training is given to staff to overcome unfair discrimination, ensure that they are fully aware of their responsibilities in the promotion of equal opportunities and that they are properly equipped to take account of the different and special needs of particular groups to be able to make provision for these needs. OTS undertakes to allocate appropriate resources to promote its Equal Opportunities Policy.

2. THE COURSES / TRAINING PROGRAMMES

- a. OTS will seek to create an atmosphere in which no student suffers unfair discrimination.
- b. Trainees should have equal access to all entitlement offered by the courses with differentiation in delivery being set by trainee ability only. In assessing provision, individuals will not be denied consideration for training and educational opportunities. Assessment of suitability for participation in a particular activity will be based upon the principle that each student is to be offered appropriate and adequate training or educational opportunities.
- c. Equal Opportunities should form part of the course. The syllabus, teaching materials, methods, examinations and assessments should recognize and reflect this commitment.
- d. The importance of Careers Education Counselling and Guidance is recognized. Guidance should be non-discriminatory and encourage trainees to consider non-traditional areas.
- e. Trainees should be made aware of the channels of communication for help, advice or complaint when unfair discrimination affects them within OTS.
- f. Trainees will be made aware of the provisions of Equal Opportunities legislation.

3. PERSONNEL

- a. OTS will ensure that personnel policies and practices comply with the principles of equal opportunities.
- b. Personnel involved in the selection or management of staff will be encouraged to take up training in line with this policy and with the requirements of the laws relating to discrimination.
- c. All applicants for OTS posts will be made aware of the Equal Opportunities Policy.
- d. Any questions asked on application forms or at interview will relate only to the requirements of the job.

All staff will be made familiar with this policy and given the opportunity to attend awareness-raising sessions. The channels of communication when matters relating to discrimination affect them within OTS will be made known to all staff.

1. PERSONAL HARASSMENT

Personal harassment is behaviour, which is objectionable, and offensive, and which might threaten the victim's security or create an intimidating or hostile environment that may hinder them in their performance. OTS will not tolerate harassment and sees it as a form of discrimination.

- a. OTS have a policy to deal with discriminatory incidents of this kind.

- b. If the preliminary procedure is not successful, OTS's standard grievance and disciplinary procedures will be followed.
- c. All staff and students will be informed of these procedures.
- d. OTS will provide counselling support for both the victim and the offender.

2. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

OTS will monitor and review its working practices and commitment to equal opportunities for staff and trainees within the constraints of the requirements to obtain vocational driving licences. All training programmes will demonstrate a commitment to developing the skills and abilities of the individual with empathy, sensitivity, high expectations and support for individual needs.

3. MARKETING

Publicity and marketing will recognise OTS's commitment to Equal Opportunities and will make use of a variety of advertising methods and referral sources. OTS will ensure that its advertising and marketing encourage all individuals to apply regardless of age, culture, race, religion, marital status, gender, sexual orientation or disability.

4. IMPLEMENTATION

- a. This policy will be seen to have the active support of management at all levels. The overall responsibility for implementation will rest with the Senior Management of OTS.
- b. The policy should be clearly stated and be made known to all employees and trainees wherever practicable.
- c. Senior Management will identify and support an individual or group of individuals to implement, monitor and review the policy.
- d. OTS will actively and regularly review the effectiveness of this Equal Opportunities Policy and will take action as appropriate to redress any weakness in it.
- e. OTS will monitor and review its working procedures to ensure that all trainees have equal access to training. All placement employers will be monitored and appraised against awarding body quality assurance requirements.

5. BENEFITS

This Equal Opportunities Policy covers all aspects of discrimination and protects people from unfair treatment because of:

- Race
- Colour
- National or Ethnic Origin
- Gender
- Age
- Sexual orientation
- Marital status
- Pregnancy
- Physical or mental impairment

This Equal Opportunities Policy helps guarantee everyone is judged on merit, ability and past performance and covers:

- Recruitment
- Promotion
- Transfer
- Training opportunities
- Dismissal
- Work related benefit

Next review: 01/06/2014

For OTS this commitment to Equal Opportunities can lead to:

- A happier working environment
- Improved customer relations
- Better working conditions



Omnibus Training Solutions

One solution for all your training needs

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