

Equality and Diversity Policy Statement 2023-2024

Person responsible for ensuring that this policy is implemented and reviewed in line the review dates below: Quality Team	Head of Curriculum & Quality Quality Team Quality Committee
Policy created: 26 July 2008 Date of last review July 2023	Next Review date: July 2024

Equality and Diversity Policy

The purpose of this document is to set out the MI ComputSolutions Equality and Equality & Diversity policy to be used in conjunction with our Learner/Employer Handbooks. We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination in line with the Equality Act 2010. We are also committed to communicate this policy to staff, participants, and suppliers as and when necessary.

MI ComputSolutions, we create a culture of diversity, ensuring everybody has an equal opportunity and is not treated differently or discriminated against because of their individual characteristics. We provide a dynamic working and learning environment where everybody is valued for their contribution and individuality.

We work inclusively with all communities to develop a diverse and vibrant workforce and learner environment.

Our learners have the right to be treated fairly. You can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Learners have a responsibility to treat other learners and our team with dignity and respect.

We also consider life circumstances and opportunities that affect us all:

- Cultural and economic background
- Access to education
- Physical and social environment
- Health
- Employment

We promote equality and prevent discrimination through our role as:

- An education service business
- An employer
- A community and/or business partner

We follow best practice in all areas of our business and work to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Eliminate bullying and harassment
- Promote good relations between different groups
- Celebrate and capitalise on our diversity
- Recognise and take account of people's differences

The Equality Act 2010

The Equality Act 2010 requires that we undertake outcome-focused activity in addressing equality and diversity issues as a service and employer, across nine protected characteristics. We have a general duty to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations between people who share a protected characteristic and those who do not share it:

- Age
- Disability
- Gender reassignment

- Marriage/civil partnership
- Pregnancy/maternity leave
- Race
- Religion or belief
- Sex
- Sexual orientation

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Policy Statement

- We recognise that certain individuals and groups in society suffer discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- We will seek to ensure that we do not engage in direct or indirect discrimination on the grounds above.
- We will seek to ensure that our services and resources are relevant to all members and service users and are perceived by them as being so.
- We will seek to ensure no learner, job applicant, employee, or volunteer is discriminated against either directly or indirectly on the grounds above.
- We expect that all sub-contractors and employers delivering training and work placements have a Gender Equality and Equality & Diversity Policy in place.
- The MISDC Board of Directors and Managing Director have primary responsibility for ensuring equal opportunities in service delivery and employment practice. All learners, employees, workers, and volunteers must adhere to this policy in the course of their work duties and studies.

Employer's Responsibilities - We will:

- Communicate the policy to all staff, volunteers, learners, sub- contractors, and members of advisory groups and members through the use of handbooks, policies, contracts, notice boards, circulars, written notification to individual employees and other methods of communication as appropriate.
- Discuss and, where appropriate, agree with employee representatives any proposed changes in the policy's contents and implementation.
- Make it known to all job applicants and, where appropriate to all users of our services.
- Ensure that disciplinary and grievance procedures incorporate principles of equal opportunity and non-discrimination.
- Regularly examine existing procedures and criteria, including recruitment practices, and terms and conditions of employment and change them where they are actually or potentially discriminatory.
- Ensure that the organisation is kept up to date and within the law.
- Provide training and guidance to enable staff to carry out the policy and provide specific training for relevant decision makers, including members of the Board of Directors where appropriate.
- Regularly monitor the application of the policy.
- Ensure that learners, staff and subcontractors follow the policy
- Make reports as required on progress in implementing the policy and on any necessary changes.
- Ensure that provision is made so that the service is accessible to all users (including disabled users), making adaptations where necessary appropriate

Recruitment and Selection:

- We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions do not discriminate, whether consciously or unconsciously, in making these decisions.
- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Job descriptions, where used, will be in line with our diversity and equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- Short listing and interviewing will be carried out by more than one person where possible.

Service Provision

We will work actively towards ensuring that our services and resources are relevant to all members and service users.

We will examine each area of work to determine whether:

- The service is offered in an accessible and relevant way.
- Alternative methods would be more appropriate.
- Additional services should be developed.
- There are any practices/procedures which are discriminatory.

Training & Delivery

We will work actively to ensure that:

- The curriculum is designed to reflect diversity; a wide range of teaching methods and resources are employed to promote inclusivity and sensitivity to issues of equality and diversity.
- Equality & Diversity is reinforced during learner inductions, reviews and teaching and learning activities
- Learners from all groups have access to appropriate support and facilities.
- We implement strategies to monitor and reduce any identified achievement gaps and commit to raising achievement for all learners
- Marketing materials present appropriate and positive messages about all groups and promote widening participation.

The Equality and Equal Opportunities Implementation Plan supports MISDC's commitment to making our policies and practice fully inclusive, eliminating discrimination and harassment, advancing equality and embracing diversity in all its aspects and fostering good relations within and across all social groups.

We are ambitious for all our learners and will work to ensure that everyone reaches their full potential and enjoys learning and being part of the learning community. We are also committed to their development as members of society and the workforce with rights and responsibilities to themselves and to others.

Our commitment also reaches out to our subcontractors to ensure that they know what our values and standards are and also commit to them.

Gathering EDMIS Information

The information we collect on the different groups of learners we train, and support is captured at enrolment and analysed at different levels i.e.:

- Gender
- Ethnicity
- Age
- Social deprivation (post-code)
- Disability and/or learning difficulty

Data is analysed monthly to ensure that underperformance is identified, and timely actions taken to address these

Publishing Information

To the public:

Our commitment to equality and diversity and our expectations of users of our services is made public on the website, in promotional materials and within our Centre.

To learners:

- Induction and reviews make clear the rights and responsibilities of learners and how they can be involved in promoting E&D
- Copies of the E&D policy is available via the Learner Handbooks
- In teaching & learning resources and curriculum design
- Learner feedback and MIDSC's responses are published on the website and displayed in classrooms.

To sub-contractors:

- Sub-contractor policies reviewed and held on file as part of the due diligence process
- All sub-contractors' contracts outline responsibilities regarding equality & diversity
- Embedded in contract reviews and monitoring activities