

## NATIONAL HORSERACING COLLEGE

### EQUALITY AND DIVERSITY POLICY

#### 1) *Introduction*

The College is committed to equality and fairness for all employees and learners and not to discriminate on grounds of the Protected Characteristics age, disability, gender reassignment, married and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. The College opposes all forms of discrimination.

All employees and learners, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees and learners will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

There is further protection for individuals outlined in National Horseracing College's Safeguarding Policy, which draws on the Counter Terrorism and Security Act, Prevent Duty guidance and Keeping Children Safe in Education (2014).

#### 2) *Commitment:*

- To create an environment in which individual differences and the contributions of all staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect for all. Intimidation, bullying or harassment will not be tolerated.
- Training, development and progression opportunities are available to all staff.
- The College believes that equality in the workplace is good management practice and makes sound business sense.
- All employment practices and procedures will be reviewed annually to ensure fairness.
- Breaches of the equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by management and Trustees.
- The policy will be monitored and reviewed annually.

#### 3) *Guiding Principles*

The College has a set of core values which informs its culture. These are:-

#### **We will:**

- **Put the learner first**

We believe in encouraging our learners to achieve their full potential and thus realise their dreams. We provide flexible training in a friendly, supportive and caring environment, which builds self-belief, confidence and develops trust. We believe that all our learners should achieve, enjoy and benefit from their experience at the National Horseracing College and their success leads to the success of the college. We believe our learners have the right to be safe from harm, fear and exploitation.

- **Deliver outstanding quality and innovation for the horseracing industry**

We believe in improving the quality and flexibility of learning and the learner / customer experience. We believe we should lead by example, embracing change and striving for excellence. We are committed to delivering a high level of professionalism.

- **Celebrate and respect diversity**

We believe in promoting positive attitudes to diversity whilst respecting and valuing the rights and beliefs of each other, regardless of race, age, gender, disability, sexual orientation, religion, belief or position within the college. We actively promote the following British Values to learners: tolerance, respect, liberty, democracy and the rule of the law. We believe we should be honest, open, fair and equitable. We promote inclusiveness, fairness and focus on individual needs. We promote a culture of accountability from approachable and non-judgemental staff.

- **Empower staff to maximise their potential**

We have dedicated, ambitious, enthusiastic staff and we believe that everyone who works in the college contributes to the goals of the college. We will support their development and value and celebrate their achievements and successes.

- **Provide an outstanding and responsive service to stakeholders, community and the environment**

We believe that the college should be the provider of choice for the stakeholders and communities we serve whilst actively promoting sustainability for the future. We foster a sense of pride in individual and collective achievement of both staff and learners.

We believe that learning should be challenging and enjoyable and that time spent at college should be a rewarding experience. Therefore we are committed to a programme of enrichment for learners that involves a variety of events and opportunities.

#### 4) *Objectives*

- a) To promote an ethos and image that positively reflects the College's commitment to equality and diversity including race, age, gender, disability, sexual orientation, religion or belief.
- b) To ensure that all employees, potential employees and learners of the College are aware of, and comply with, the Equality and Diversity Policy.
- c) To develop and maintain an ethical policy framework within which employees and learners are required to operate and to promote an environment free from harassment and bullying.
- d) To provide as accessible a physical environment as possible, that positively reflects the College's commitment to equality and diversity.
- e) To provide a supportive learning, working and social environment throughout the College for all.
- f) To ensure that the College's quality assurance framework, including curriculum content, material and delivery, is underpinned by and reflective of the College's commitment to equality and diversity including race, gender, age, disability, sexual orientation, religion or belief.
- g) To provide learner support services which are personalised and meet individual learning needs.
- h) To ensure effective monitoring of equal opportunities at all levels of the College's staff reporting mechanisms through equality impact assessments.

- i) To promote an environment that offers people inclusivity, in which they feel safe and secure, achieving an improvement in the quality of life for all who learn or work at the College. The commitment to equality and diversity is central to the way it thinks and everything that it does.
- j) To work with partners and other agencies, to assist in pulling together a means to promote a culture that celebrates and welcomes diversity.

5) *Definition*

Equality of opportunity means more than disregarding differences such as gender, disability, race or nationality, religious or political belief, sexuality, or age. It means ensuring that different people receive services, consultation and employment opportunities in a fair and equal way. This means recognising, accommodating and valuing diversity across the College.

- Equality means ensuring that everyone is treated equally i.e. that all learners and staff have the same right of access to resources. Consequently to ensure equality of opportunity, individuals/groups may be treated differently.
- Diversity is recognising that individuals and groups of people are different and that it is important to value and celebrate difference.

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have.

- Associative discrimination  
Applies to race, religion, belief, sexual orientation, age, disability, gender reassignment and sex. This is direct discrimination against an individual because they associate with another person who possesses a protected characteristic.
- Perceptive discrimination  
Applies to age, race, religion or belief, sexual orientation, disability, gender reassignment and sex. This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.
- Indirect discrimination is where a provision, criterion or practice is applied which is such that it would be to the detriment of a considerably larger proportion of the relevant group to which the individual belongs than to others, which is not objectively justifiable and which is to be individual's detriment – or to put it another way it is when there's a practice, policy or rule which applies to everyone in the same way, but it has a worse effect on some people than others.

6) *Scope*

- a) This policy covers all aspects of College business and relates to both staff and learner activity including:-
  - Employment and selection procedures;
  - Recruitment, selection and enrolment of learners;
  - Curriculum content and development;
  - Course delivery and assessment;
  - Teaching and learning materials and methods;
  - External contracts;
  - Self Assessment;
  - Staff Appraisal;

- Staff Remuneration;
  - Staff Promotion and Training.
- b) The College will follow best practice in all of the equality areas and work towards:-
- Eliminating all discrimination
  - Eliminating bullying and harassment
  - Promoting equality of opportunity
  - Promoting good relations between different groups
  - Recognising and taking account of people's differences
- c) This Policy will set out how the College will work towards the promotion of equality of opportunity in all of its service delivery. It sets out how the College will ensure that discrimination is challenged and eliminated through legislation and positive action. It will also set out the responsibilities of Trustees, staff members and others, and actions that the organisation will take to ensure full compliance.
- d) The following documents which work in conjunction with this Equality and Diversity Policy are:-
- The Equality Act 2010
  - Harassment and Bullying Policy Staff
  - Harassment and Bullying Policy Learners
  - Equality and Diversity Strategy
  - Equality and Diversity Action Plans
  - Ethical Framework for Staff and Students
- e) All of these documents outline the College's commitment to promoting equality of opportunity. They recognise, accommodate and value diversity across the College. They are designed to address any inequalities identified within service delivery and eradicate any such inequality. There are numerous links between these policies, strategy and plans and this Equality and Diversity Policy. They form the basis of the quality framework enabling us to deliver a commitment to equality and diversity with an emphasis on the elimination of any forms of harassment of unlawful discrimination.

## 7) *Policy*

- a) To promote an ethos and image that positively reflects the College's commitment to equality and diversity:-
- Ensuring equality and diversity priorities are included in the College's strategic planning process
  - Producing a marketing strategy to effectively promote the College's commitment to equality and diversity
  - Ensuring the College effectively promotes and communicates its commitment to equality and diversity
  - Ensuring that all external partners, training providers, external contractors and franchises actively promote equality and diversity.
- b) To ensure that all external organisations, agencies, staff and learners are aware of, and comply with, the Equality and Diversity Policy:-
- Ensuring equality and diversity is fully embedded into planned inductions, learning and teaching.
  - Ensuring public access to information and the services the College provides
  - Establishing a College-wide system for reporting equality incidents.

- c) To ensure that all staff and potential staff are aware of, and comply with, the Equality and Diversity Policy through the following:-
- Ensuring equality and diversity is effectively promoted to all potential/existing College staff
- d) To develop and maintain an ethical policy framework within which staff and learners are required to operate and to promote an environment free from harassment and bullying. In particular:-
- Ensuring all staff and students understand their responsibilities in relation to equality and diversity
  - Ensuring Trustees are fully conversant with their corporate responsibilities in relation to equality and diversity
  - Ensuring the College celebrates and promotes diversity amongst its staff
  - Analysing and evaluating complaints and grievances that relate to equality of opportunity in order to drive quality improvement.
  - Ensuring that the College's Equality and Diversity Policy is effectively reviewed and updated and linked to the College's equality and diversity strategic aims.
- e) To provide as accessible a physical environment as possible that positively reflects the College's commitment to equality and diversity, ensuring that all aspects are an example of good practice.
- f) To provide a supportive learning and social environment throughout the whole College by ensuring that the environment is secure and safe from harassment and bullying.
- g) To ensure that the College's quality assurance framework, including curriculum content, materials and delivery is underpinned by and reflects the commitment to equality and diversity, including race, gender, age and disability. In particular:-
- Ensuring that learning and teaching embeds and reflects equality and diversity within the learner experience.
  - Ensuring equality and diversity is included at all stages of the learners' educational experience.
  - Ensuring that all elements within quality assurance embrace equality and diversity
  - Ensuring equality and diversity is embedded across the curriculum
- h) To provide learner support services which are personalised and meet individual learning need. In particular:-
- Ensuring all aspects of the learner journey are inclusive
  - Ensuring that all learners' additional learning/support needs are effectively identified and supported.
  - Ensuring that 'At Risk' learners are identified and effectively supported.
  - Ensuring learners are effectively inducted into the College
- i) To provide the appropriate financial resources to effectively implement the College's Equality and Diversity Policy ensuring it is embedded into the budget allocation.
- j) To ensure effective monitoring of equality and diversity at all levels of the College's staff reporting mechanisms through equality impact assessments as follows:-
- Eliminating unlawful discrimination in terms of all functions, policies and procedures
  - Ensuring that staff applications, recruitment, promotion, retention and staff development is effectively profiled and monitored through target setting
  - Ensuring equality and diversity policies and procedures are reviewed and updated

- Ensuring transparency of equality schemes and internal processes
- Improving the understanding of equality and diversity

k) To ensure effective monitoring of equal opportunities at all levels of the College's learner reporting mechanisms through equality impact assessments as follows:-

- Eliminating unlawful discrimination in terms of functions, policies and procedures
- Ensuring equality and diversity policies and procedures are reviewed and updated
- Ensuring transparency of equality schemes and internal processes
- Improving the understanding of equality and diversity across the organisation and into work role

l) **The College as a Service Provider**

The College will:-

- Ensure that all services are accessible
- Provide clear, meaningful information about its services in ways that are fully accessible and meet stakeholders' diverse needs
- Monitor take-up and evaluate services to ensure that they do not discriminate or exclude
- Ensure facilities are as accessible as possible by making all necessary reasonable adjustments
- Ensure equal access to the complaints procedure
- Ensure that all publicity materials present appropriate and positive images of a range of groups
- Encourage (and, where legally possible, require) others to adopt this Policy and associated equality schemes including those who provide goods and services on behalf of the College

m) **The College as an Employer**

The College will:-

- Follow its approved recruitment and selection specification and procedure
- Provide training on equal opportunity issues to all employees involved in recruitment and selection
- Review job descriptions regularly and remove any requirements that are unnecessarily restrictive or which might exclude particular groups
- Use only selection criteria that are relevant to the job and do not contain unjustifiable elements, including those relating to protected characteristics
- Advertise all vacancies externally (except in exceptional circumstances to be agreed by the Management Team)
- Ensure that advertisements do not contain any wording or conditions which might be discriminatory in the context of this Policy
- Encourage applications from under represented groups, including using ethnic or special groups' press for job advertisements where appropriate
- Ensure full job details, employment information and the Equality and Diversity Policy are available to all applicants, and make arrangements when required to have information available in alternative formats
- Interview all disabled applicants who meet the selection criteria for a job vacancy
- Ask interview candidates if they require special facilities at interview because of any disability they may have
- Keep full details of decisions about each applicant at each stage of the selection process

n) **The College as a leader in the racing community**

The College will:-

- Listen and respond to the views of learners and staff through appropriate consultation and participation
  - Celebrate, respect and make known the variety of identities, lifestyles, culture and religions within the racing community
  - Work with others to provide an environment that is free from discrimination, harassment and violence
  - Encourage and support racing people to be active in public and community life
- o) In keeping with the its commitment to equality and diversity for all, and the requirements of the Equality Act 2010, this College will ensure that no individual or group is discriminated against, or receives less favourable treatment, by virtue of any protected characteristics.

8) *Gender Re-assignment Policy Statement*

- a) The College wishes to be recognised as an organisation which provides good employment and educational opportunities for trans men and women. It wishes individuals who apply as a learner, or an employee, to know that they will receive fair treatment and be considered solely on their ability. Therefore, all policies aim to ensure that trans gender people receive treatment that is fair, equitable and consistent with their skills and abilities. All practices are reviewed regularly to ensure they provide equality of opportunity with particular regard to selection, promotion and training of staff and in the recruitment and education of students.
- b) The College recognises that all trans gender people should be treated as the gender in which they are working and studying irrespective of their legal gender.
- c) The College is committed to an Equality and Diversity policy that recognises its social, moral and statutory duty to employ trans gender people and will do all that is practicable to meet this responsibility. The College will not pass on information about a trans person's gender recognition without their consent.
- d) The College recognises the Equality Act 2010 and will actively strive to ensure that the work environment is free of harassment and bullying. That everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment. The College has a Harassment and Bullying policy that deals with these issues.
- e) A job applicant's/learner applicant's gender identity status is irrelevant to the recruitment process, except in rare circumstances where a genuine occupational qualification applies in the case of a job. If the College is relying on a genuine occupational qualification, it will make this clear in the recruitment material.
- f) The College will not ask questions about gender identity status and job applicants/learner applicants are not required to volunteer information about it, unless a genuine occupational qualification makes this relevant. A job applicant/learner applicant with a gender recognition certificate will not be required to disclose his/her gender history.
- g) If, during the recruitment process, information is disclosed about an applicant's gender history, for example because certain documents are in a previous name, the College will keep the applicant's gender history confidential and will not take this into account in the selection process, unless a genuine occupational qualification makes this relevant. In accordance with its equal opportunities policy, the College will assess candidates for

employment objectively against the requirements that are necessary for the effective performance of the job. All policies and practices will be assessed for their impact on equality for trans staff and learners.

- h) If disclosure from the Criminal Records Bureau (CRB) is required as part of the recruitment process, applicants must disclose any previous names and/or gender to the CRB. Trans gender applicants may make use of the special application procedure established by the CRB so that their previous name is not disclosed to the College.
- i) The College will not take account of an employee's gender identity status or history in making employment decisions except where necessary and permitted by law.
- j) The gender history of an employee with a gender recognition certificate will never be relevant to employment decisions. An employee with a gender recognition certificate will be treated in accordance with his/her acquired gender for all employment benefits including pensions and insurance.
- k) An employee who has undergone gender reassignment but does not have a gender recognition certificate may be required to disclose his/her gender history for insurance or pension purposes. This information will be passed only to those people who require it for these purposes and will be kept confidential.
- l) The College recognises that no-one is obliged to undergo surgery to obtain legal recognition of their preferred gender.
- m) The College will make it clear in information about insurance whether the insurance providers require disclosure of gender history. A trans gender employee has an obligation to disclose necessary information to the insurance company if the College is not aware of the employee's gender history. If the College is aware of the employee's gender history, the College can supply the information to the insurance company with the employee's consent.

## 9) *Responsibility*

- a) Under legislation and this policy all members of staff and service users have a responsibility to listen to what others say and respect different points of view. All incidents of harassment and discrimination must be reported.
- b) The overall responsibility for the development of a culture and policies to actively promote equality and diversity is vested in the Board of Trustees. The members of the Board are responsible for agreeing the policy content and monitoring, at least once a year, its implementation.
- c) The Chief Executive and Management Team are responsible for the strategic ownership and delivery of this policy and associated equality schemes.
- d) Managers have responsibility for the day-to-day operation of this Policy and associated equality schemes. They are also responsible for ensuring that all staff are aware of their legal responsibilities under equal opportunity legislation, reviewing and monitoring the operation of this policy and associated single equality scheme.
- e) Managers are responsible for ensuring that their staff understand equal opportunities and that they report all incidents of harassment and discrimination. They are also responsible for ensuring that all staff have equality of access and resources.



- f) The overall responsibility for the monitoring of the effectiveness of this policy and for the implementation of action to make the policy fully operational is vested in the Equality and Diversity Officer.
- g) The Equality and Diversity Officer is responsible for monitoring the effectiveness of this policy in relation to recruitment, selection and employment, and staff development and training.
- h) The Management Team has the responsibility to approve and monitor the Comprehensive Equality and Diversity Action Plan and Equality impact assessments.

### **Employee and Learner Responsibilities**

- i) All members of staff are responsible for demonstrating that equality of opportunity is promoted. They should ensure an ongoing dialogue about equality of opportunity issues and priorities takes place with learners, partners and organisations, contractors and other service users.
- j) Every employee is required to assist the College to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Under the legislation of this policy every member of staff and every learner has a responsibility to:-

- Listen to what others say and respect this point of view;
  - Speak out, or report it, if they witness or are aware of bullying, harassment, verbal or physical aggressions;
  - Question their own prejudices and assumptions;
  - Familiarise themselves with the responsibilities that equality legislation places on them and ensure that they are sensitive to the issues of cultural diversity
- k) Employees can be held personally liable as well as, or instead of, the College for any act of unlawful discrimination. Employees and/or learners who commit serious acts of harassment may be guilty of a criminal offence.
  - l) Acts of discrimination, harassment, bullying or victimisation against employees, learners or customers are disciplinary offences and will be dealt with under the College's disciplinary procedure.
  - m) Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

### **10) Monitoring Review and Dissemination**

- a) This Comprehensive Equality and Diversity Policy will be published on the College website and staff intranet. Paper copies and other alternate formats will also be provided upon request.
- b) Progress made towards promoting Disability, Gender, Race and Age equality will be reported annually. To help do this effectively, all learners and relevant stakeholder groups/organisations will be asked for their feedback. As part of these reviews, the information collected on how stakeholders, learners and staff are accessing services and employment opportunities will be considered to ensure that progress is being made.
- c) The College will collect equality and diversity data at all stages of a learner's and employee's career and where appropriate establish targets for improvement (equality impact assessments).

Students – Data relating to:-

- applications
- take-up of guidance and additional support service
- retention
- suspensions and exclusions
- admissions
- achievement/success
- complaints

Staff – Data relating to:-

- job applications
- appointments
- type of employment (grade)
- take-up of staff development and training opportunities
- use of disciplinary and grievance procedures
- staff promotion
- staff absences

**References:**

The Equality Act 2010 -

<http://www.legislation.gov.uk/ukpga/2010/15/contents> -

The Children and Families Act 2014 -

<http://www.legislation.gov.uk/ukpga/2014/6/contents> -

The Terrorism Act 2006

<https://www.gov.uk/government/publications/the-terrorism-act-2006>

Counter Terrorism and Security Act 2015

<https://www.gov.uk/government/collections/counter-terrorism-and-security-bill>

Keeping Children Safe in Education

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)