

# Equality Policy Statement

## Introduction

1.1 MTC learning core business is to provide inclusive and responsive “first steps” and “second chances” education and training. MTC is committed to the promotion and implementation of equal opportunities and positive attitudes towards diversity of staff and learners and seeks to ensure that everyone has an equal opportunity to succeed regardless of their starting point

1.2 This Equality and diversity policy describes in a single document how MTC will fulfil its statutory duties to promote equality of opportunity and avoid discrimination with particular regard to the separate equality duties for disability, gender and race but also includes sexual orientation, religion or belief and age. The Equality Scheme also sets out the actions that the MTC has taken, or intends to take, in relation to equality.

## 2 MTC learning Commitments

2.1 MTC celebrates and values the diversity brought to its workforce and student body by individuals and believes that MTC will benefit from engaging and including board directors, staff and students of all ages from both genders, regardless of racial, ethnic or national backgrounds, sexual orientation and those with different abilities and disabilities.

2.2 MTC further believes that the diversity of its workforce is a key element in allowing it to meet the needs of a diverse student population within a multicultural society.

2.3 MTC will treat all employees with respect and dignity, and seeks to provide a positive working environment free from discrimination, harassment or victimisation.

2.4 MTC will work towards the elimination of discrimination whether overt or covert.

2.5 MTC will also seek to eliminate harassment and promote equality of opportunity for staff and students who intend to undergo, are undergoing or have undergone gender reassignment.

2.6 MTC will seek to ensure that staff have equal access to opportunities for training and promotion, to facilities and to resources.

2.7 As part of the normal process of consultation MTC will consult with all staff about their experience of the working environment. This will include individuals and groups who may have a particular experience of discrimination in the work place.

2.8 MTC will seek not only to eliminate discrimination, but also to create a working environment based on good relations between women and men of all ages, regardless of racial,

ethnic or national back grounds, sexual orientation and those with different abilities and disabilities. To this end, the College undertakes to provide diverse, non-stereotypical images in any material which it produces for students and staff. The aim is to create a positive inclusive ethos where issues of discrimination and stereotyping can be discussed openly, with a shared commitment to challenging and preventing discrimination, to respecting diversity and difference, and to encouraging good relations between different equality groups within the school.

2.9 MTC will seek to ensure that individuals and communities have equal access to learning programmes, resources and facilities.

2.10 MTC will ensure that board directors, staff, learners and their sponsors (including partners, contractors and work placement providers) are aware of the value placed upon equal opportunity, of our Equality Scheme, of the action needed for its implementation and that action will be taken in the event of any breach of the published arrangements.

2.11 MTC will ensure that board of directors and staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the Equality Scheme and associated policies and procedures.

### **3 Purpose and Scope of the Equality Scheme**

3.1 The MTC Equality Scheme has the following main purposes:

- To ensure there is equality for all learners and potential learners when accessing services and provision offered by MTC
- To ensure there is equality of opportunity for all learners in terms of outcomes
- To ensure there is equality for all current and potential employees of MTC
- To promote positive attitudes towards equality and diversity
- To promote a working and learning environment that is free from discrimination, harassment or victimisation and where there are positive relations between people of different racial groups, cultures, religions, ages, sexuality, abilities and disabilities and both genders
- To meet legal requirements

3.2 This Scheme applies to all members of the MTC community, including various agencies and others with whom the College works.

### **4 Legal Framework**

4.1 The Equality Act 2010 brought together all the legal requirements on equality that the private, public and voluntary sectors need to follow. It affects equality law at work and in delivering services.

The message (or purpose) of the Equality Act is that everyone has the right to be treated fairly at work or when using services. It protects people from discrimination on the basis of certain characteristics. These are known as protected characteristics and they vary slightly according to

whether a person is at work or using a service. All employers and service providers have a responsibility under the law to treat their employees and service users fairly.

4.2 There are nine personal characteristics that are protected under the legislation: age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

4.3 The main forms of prohibited conduct are:

Discrimination:

- Treating a person worse than someone else because of a protected characteristic (known as direct discrimination).
- Putting in place a rule or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified (known as indirect discrimination).
- Treating a disabled person unfavourably because of something connected with their disability when this cannot be justified (known as discrimination arising from disability).
- Failing to make reasonable adjustments for disabled people.

Harassment:

- Unwanted conduct which has the purpose or effect of violating someone's dignity or which is hostile, degrading, humiliating or offensive to someone with a protected characteristic or in a way that is sexual in nature.

Victimisation:

- Treating someone unfavourably because they have taken (or might be taking) action under the Equality Act or supporting somebody who is doing so.

As well as these characteristics, the law also protects people from being discriminated against:

- By someone who wrongly perceives them to have one of the protected characteristics.

2 Because they are associated with someone who has a protected characteristic. This includes the parent of a disabled child or adult or someone else who is caring for a disabled person.

4.4 Public Sector Equality Duty

The Equality Act places a duty on public sector employers, including the College to do three things:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
2. Advance equality of opportunity between people who share a protected characteristic and those who do not.

3. Foster good relations between people who share a protected characteristic and those who do not.

These are sometimes referred to as the three aims or arms of the general equality duty. The Act helpfully explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

#### 4.3 Equality Act Specific Duties

The College's equality objectives are:

- Governance and workforce
1. Achieve a diverse membership of MTC learning
  2. Recruit and retain a diverse workforce
  3. Promote positive attitudes towards equality and diversity
    - Students
  4. Provide courses and services that meet local needs
  5. Raise awareness of equality and diversity
  6. Monitor complaints, incidents and disciplinarys by equality groups
  7. Provide equality of access to learning and services
  8. Equality of outcomes for learners

## 5 Responsibilities

### 5.1 All Staff are responsible for:

- Complying with equalities legislation and MTC schemes, policies, procedures and systems
- Informing themselves of MTC statutory duties with regard to equality legislation and to inform themselves of the content and implications of the Equality Scheme and to put the Scheme into practice
- Adhering to MTC equality and diversity schemes, policies, procedures and systems
- Ensuring that equality and diversity is promoted to learners at all appropriate times including through induction, tutorials and classroom practice
- Promoting equality and diversity and challenging prejudiced and discriminatory Behaviour and language by students, work placement providers, outside contractors or other members of staff whenever practicable
- Attending mandatory training in equality and diversity and keeping up to date with equalities legislation by attending training events and taking note of related information organised and disseminated by MTC.

## 5.2 All managers are responsible for:

- Complying with equalities legislation and MTC schemes, policies, procedures and systems
- Ensuring there are procedures and systems in place for dealing with and investigating issues of discrimination, harassment and victimisation raised by staff, students or others using or coming into contact with MTC
- Ensuring that MTC publicity materials present appropriate positive and non stereotypical messages and images with regard to equality and diversity
- Ensuring that workforce data is collected and analysed as a means of working towards a staff profile that reflects the diversity of MTC local communities and its student population
- Agreeing and monitoring targets for equality and diversity at Department levels, monitoring performance against targets, identifying any risk areas and ensuring improvement actions are put in place
- Analysing data and monitoring performance against targets for equality and diversity and drafting improvement plans
- Attending mandatory equality and diversity training
- Ensuring that equality and diversity is promoted to learners through induction, tutorials and classroom practice, including acceptable and unacceptable behaviours

## 5.3 Executive – The Executive Team are responsible for:

- Ensuring MTC Strategic Framework includes a commitment to and promotes equality and diversity
- Creating and leading a positive, inclusive culture in MTC that promotes equality and diversity and challenges prejudiced and discriminatory behaviour by learners, staff (including agency workers, sub-contractors and volunteers) and others working with or accessing MTC services
- Ensuring MTC is compliant with equalities legislation and has effective equalities schemes, policies, procedures and systems in place for staff, learners and others accessing MTC services
- Ensuring that equalities schemes, policies, procedures and systems are properly developed, implemented and monitored within MTC
- Raising awareness of equality and diversity across the College and ensuring mandatory equality and diversity training is planned and provided for all staff and members of MTC
- Raising awareness of equality and diversity within the student population and ensuring students are aware of their responsibilities

## 5.4 Members of MTC are responsible for:

- Working towards ensuring MTC reflects the diversity of the local communities and its student population
- Ensuring there is a positive ethos with regard to equality and diversity and the elimination of discrimination and ensuring that MTC Development Plan includes a commitment to equality and diversity
- Ensuring MTC complies with equalities legislation including the general and

- specific duties
- Receiving reports on equality and diversity for staff and students so as to inform the carrying out of responsibilities and in doing so to be in a position to challenge others as and when appropriate
- Ensuring they are aware of the responsibilities in relation to equalities legislation as an employer and service provider
- Self-assessing their practice annually with regard to equality and diversity in relation to how MTC operates in meeting the statutory and regularity requirements
- Attending Equality and Diversity training as appropriate

5.5 Students are responsible for:

- Ensuring they comply with MTC equality policies and behave appropriately towards other students, staff and members of the community.
- Ensuring they are aware of their responsibilities to report any incidents of discrimination, harassment or victimisation either directed at them or that they are witness to

## **6 Consultation and Involvement**

6.1 In preparing the Equality, Diversity and Inclusion Policy, MTC will:

- Consult employees and other stakeholders as relevant, including involvement of people from a range of ages, from men and women, from those with different religions and beliefs, from BME groups, from those with disabilities and from LGBT (Lesbian, Gay, Bisexual, Transgender) groups
- Consult with students
- Take into account any relevant information

6.2 All MTC meeting agendas include a standard item on Equality and Diversity where staff can raise issues which contribute to review of the equalities schemes, policies and procedures.

6.3 This policy will be published on the MTC Internet, and staff and stakeholders will be encouraged to comment on the Scheme and participate in further development of the Scheme.

## **7 Collecting, Monitoring and Using Data**

7.1 Workforce data

7.1.1 Equalities legislation requires MTC to collect and monitor data on a range of workforce activities.

7.1.2 The HR department is responsible for monitoring a range of employment data by age, gender, ethnicity and disability.

7.1.3 Results of monitoring are used to assess the effectiveness of the Equality Scheme and to set targets and action plans for improvement.

7.1.4 MTC Profile Report is presented to Directors annually

7.2 Student Data

7.2.1 MTC collects and monitors a range of data on students. Data is collected for age, gender, ethnicity and disability at application and enrolment.

7.2.2 It is the responsibility of all managers of the curriculum, to monitor student performance data and in particular success, retention and achievement rates, by age, gender, ethnicity and disability. All curriculum teams participate in self-assessment and set improvement targets in self-assessment action plans.

## **8 Promotion of positive attitudes**

### **8.1 MTC Commitments**

8.1.1 This includes the following requirements for all staff:

- Be a positive ambassador for the MTC at all times.
- To adhere to MTC policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere to MTC policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across MTC as a whole so as to support the achievement of MTC goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support MTC approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, spitting or swearing).
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

### **8.2 Staff – training and development**

8.2.1 Training and development for staff and members of MTC will form an integral part of the implementation of the Equality Scheme and the effectiveness of training will be monitored and evaluated.

8.2.2 MTC staff Induction programme includes mandatory equalities training for all staff. An on-line training programme is also available. On-going training and development for staff on equalities will take place.

8.2.3 Additional training is provided for managers on recruitment and selection of staff and handling grievance, discipline, etc.

### **8.4 Dealing with discrimination**

8.4.1 MTC seeks to provide a supportive environment for staff and students who make claims of discrimination, harassment or victimisation. Acts of discrimination (direct or indirect), harassment, victimisation or abuse will be treated as a serious disciplinary offence.

8.4.2 Staff who feel they are being discriminated against by others members of staff should raise the matter under the Grievance/Harassment procedure, which will, if the accusation is upheld, be treated as a serious disciplinary offence.

8.4.3 If, in the course of their work, staff suffer discrimination from members of the public, t MTC will take appropriate action and provide appropriate support.

8.4.4 Any discriminatory offence against staff by students will be dealt with under the student disciplinary procedure.

8.4.5 Students who feel they are being discriminated against by other students or staff should raise the matter under the Complaints Procedure, which will, if the accusation is upheld, be treated as a serious disciplinary offence. Support will be provided through MTC tutorial system.

## 8.5 Challenging negative views

8.5.1 All staff in MTC are responsible for challenging prejudiced and discriminatory language and behaviour by students, staff, members of the public, employers, work placement supervisors and others who come into contact with MTC.

8.5.2 Where a member of staff might have concerns about their own safety when challenging others, they should refer the matter to their line manager who is responsible for ensuring the issue is raised at an appropriate level for an investigation to be conducted.

8.5.3 The mandatory staff equalities training covers how staff should respond and challenge unacceptable behaviours in others and how to refer on if they are concerned about their own safety.

8.5.4 Induction programme for all students includes explicitly references to MTC policy of zero tolerance of discrimination of any kind.

8.5.5 Student Tutorial programme reinforces the zero tolerance policy. Tutorial schemes of work include specific sessions on suitable strategies for dealing with discrimination.

8.5.6 Students are issued with students handbook on enrolment explicitly identifying acceptable codes of behaviour, including rights and responsibilities. Where there is an issue with discrimination, this is regarded as gross misconduct and is dealt with appropriately.

## 9 Action Planning

9.1 MTC will develop an annual action plan in relation to this policy.

9.2 The Action Plan will be monitored and reviewed by MTC.

## 10 Equality Impact Assessment (EIA)

10.1 There are 2 types of “impact”:

- A negative or adverse impact – an impact that disadvantages one or more groups.
- A positive impact on one or more groups and/or relationships between groups.

10.2 The Equality Impact Assessment is a systematic tool for identifying the impact, or potential impact (both negative and positive), of MTC strategies, policies, procedures, services and functions on different groups of people, in particular its students or employees. Where a negative impact is identified, action plans will be put in place to mitigate the effects at an early

stage and to monitor progress. Any positive impact on promoting equality will be shared internally.

10.3 Not all strategies, policies, procedures, services and functions will require a full impact assessment. An initial screening of the strategy, policy, procedure, service or function will be carried out to consider whether a full impact assessment is required.

10.4 If the initial screening reveals a negative impact, a full impact assessment will be needed

10.5 The responsibility for conducting Equality Impact Assessments in MTC rests with all Managers responsible for drafting and implementing the strategies, policies, procedures, services or functions.

10.6 Training for Managers on carrying out impact assessment will therefore be provided.

## **11 Monitoring and Review**

11.1 The Equality Scheme will be reviewed annually, following consultation with appropriate groups and through MTC to ensure continued compliance with equalities legislation and to ensure all MTC strategies, policies, procedures, systems and functions remain non-discriminatory.

11.2 This Equality Scheme was prepared with regard to the statutory framework, arrangements in place in similar organisations and in consultation with managers. Arrangements will continue to be made for wider and ongoing consultation.

11.3 The Policy will be monitored through MTC Equality & Diversity Group.

11.4 Reports are presented to MTC staff and directors meetings.

*Adil Bellah*

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