



DistanceLearningCentre.com Ltd

Equal Opportunities Policy

Section 1: Equality and Diversity Statement of Intent

The DistanceLearningCentre.com Ltd believes that all people have a right to services and employment which are free from all forms of unlawful and unfair discrimination on the grounds of age, class, gender, gender reassignment, race, nationality or citizenship, ethnicity, religion or belief, political persuasion, disability, HIV status, marital status and sexuality.

- 1.1 The DistanceLearningCentre.com will take every step possible to ensure that every individual is treated fairly and equally and that decisions on recruitment, employment, education, selection, training, promotion, career management and provision of other benefits are based solely on objective and job related criteria.
- 1.2 The DistanceLearningCentre.com aims to ensure that equality and diversity principles underpin all areas of the organisation's work and service provision.
- 1.3 The Centre recognises that many people and groups suffer discrimination and face serious barriers when trying to fulfil their true potential. It also recognises that not all forms of unreasonable and unfair discrimination are the subject of legislation. It is the aim of this organisation to take positive steps to redress discrimination, to improve equality of opportunity and to combat any unreasonable or unfair treatment which places people at a disadvantage for any reasons.
- 1.4 The DistanceLearningCentre.com will not tolerate discrimination, harassment, bullying, victimisation or abuse of people who are members of the organisation, members of the governing body, service users, and volunteers.
- 1.5 This policy also covers all aspects of employment from vacancy advertising, selection, recruitment, promotion and training to conditions of service, and reasons for termination of employment.

Section 2: Responsibility for Implementation

- 2.1 The Executive Directors of the DistanceLearningCentre.com have ultimate responsibility for the equality and diversity policy.
- 2.2 The Centre will ensure that this policy is communicated effectively to all members of the organisation, service users and volunteers.
- 2.3 Every member of the organisation, service users and volunteers are required to support this policy and ensure discrimination does not occur.
- 2.4 All managers have a responsibility to set the standards of acceptable behaviour expected of staff and so must act with fairness and equity. All managers are responsible for implementing fair, non-discriminatory practices within their areas of responsibility.

- 2.5 The 'Equality and Diversity Statement' above shall be displayed, visible to members, service users and visitors.
- 2.6 The Centre's complaints and grievance and disciplinary procedures will be used to deal with any complaints about discrimination, harassment or bullying involving staff, learners and volunteers.

Section 3: Service Delivery

- 3.1 The DistanceLearningCentre.com aims to ensure that its services are accessible to all sections of the community served by the Centre.
- 3.2 The Centre will adopt policies and procedures that include objectives with regard to equality and diversity.

Section 4: Monitoring and Evaluation

- 4.1 Human Resources at the Centre will regularly evaluate its services and the effectiveness of its equality and diversity policy by a variety of means.
- 4.2 Monitoring may be carried out by Human Resources at the Centre to provide the data for this regular evaluation. For instance, the DistanceLearningCentre.com may ask service users, job applicants, and volunteers about their ethnic origin, disability, marital status, age or other personal information. We will only do this for a specific defined purpose such as collecting statistical data for funders, for research or for our own monitoring to evaluate this policy's impact.

Section 5: Review of this Policy

- 5.1 The DistanceLearningCentre.com's commitment to equality and diversity is an active one. This document will be reviewed and amendments made as required on a regular basis as part of this active commitment.
- 5.2 The Centre's equality and diversity policy will be reviewed annually.
- 5.3 The Centre will also seek to keep abreast of new developments in equality and diversity practice and actively seek information on this issue.

DistancelearningCentre.com Ltd: date agreed: 05/11/2007

Dates of review and update: 03/07/2010; 30/09/2012; 18/09/2013; 27/01/2014; 28/03/2014; 25/11/2015

Appendix 1

Relevant Legislation

Employment Rights Act 1996

Sex Discrimination Act 1975

Disability Discrimination Act 1995

Race Relations Act (as amended) 1976

The Employment Equality (Sexual Orientation) Regulations 2003

The Employment Equality (Religion or Belief) Regulations 2003

The Gender Recognition Act 2004

The Equality Act 2010