

<p style="text-align: center;">HETA'S ROAD MAP FOR DAY-TO-DAY OPERATIONS</p> <h1 style="text-align: center;">HETA POLICY</h1>		Document No:	POL11
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		Prepared By:	Chris Burn
		Authorised By:	Iain Elliott
Title:	EQUAL OPPORTUNITIES		
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Purpose / Impact: HETA will not knowingly, unlawfully discriminate or permit its employees to discriminate against any person, be that a fellow employee, learner, supplier or customer on grounds which include: Age; Gender; Race; Gender Reassignment; Disability; Marriage and Civil Partnership; Pregnancy and Maternity; Religion or belief and Sexual Orientation

Policy:

HETA in addition to the above is committed to the requirements of the Equality Act 2010
Unlawful discrimination includes treating a person less favourably than others are treated or would be treated in the same or similar circumstances.

HETA will not permit:

- Any job applicant, employee or learner to receive less favourable treatment than any other on any of the grounds set out in paragraph 1 of this policy.
- Any job applicant, employee or learner to be placed at a disadvantage by requirements or conditions having a disproportionately adverse effect on him or her and which cannot be shown to be relevant to job requirements.
- The only exception to this policy will be:
 - Where the sex, race or age of a person is a genuine occupational qualification.
 - Where the disability of a person prevents the function of the job being carried out.
- HETA is aware of the requirement to make assessments of the work premises to discover whether adjustments might be made to allow an otherwise suitable candidate who is disabled to be employed.
- There will be equality of opportunity in the recruitment, training, development and promotion of staff. If you have special responsibilities in this policy HETA will ensure that you will be trained accordingly.
- The Board of Trustees have overall executive responsibility for ensuring that this policy is communicated and implemented. All staff must comply with the terms of this policy.
- HETA will take disciplinary action, including dismissal, against any employee who is found to have contravened this policy. If any employee considers that s/he is suffering from unfair treatment they may either make a complaint, which will be dealt with through the company's Grievance Procedure, or raise the matter with any Trustee.
- HETA will comply with awarding organisation's policy and procedures relating to particular assessment requirements. This also relates to any learner that have been identified as requiring a particular learning need. This includes learners that have indicated that they have 'English as a second language'. Personnel are to follow the guidelines laid down by the awarding organisation of the qualification being delivered. If the need for translation is required HETA will make every reasonable effort to aid the candidate but must follow the guidelines and conditions of the qualification. Reasonable adjustment will only be applied for if the candidates are identified as requiring this assessment need.
- HETA will ensure that it complies with the requirements of Equalities Law in relation to each of the qualifications which it makes available.
- HETA monitors qualifications which it makes available for any feature which could disadvantage a group of Learners who share a particular Characteristic.
- The content of this statement is subject to an annual review or if there is a change to legislation prior to the next review date.

Examples of Direct Discrimination:

- Rejecting a qualified female job applicant due to their gender.
- Refusing to provide disabled workers with appropriate facilities.
- Mistreating employees based on their religious beliefs.

- Denying promotions to employees from different racial backgrounds.
- Penalizing pregnant workers for taking medical leaves.

Examples of Indirect Discrimination

- Decisions around workplace facilities, such as toilets, rest areas, and canteens
- Dress codes
- Policies on ways of working, such as flexible working or working from home
- Selection criteria used in recruitment
- The way employees are selected for redundancy

Disabled Access:

HETA Limited is committed to equality of opportunity in employment. It will not knowingly unlawfully discriminate, or permit its employees or learners to discriminate, against any person on grounds of any disability, and will do everything that is practicably possible to accommodate disabled people.

Due to the nature of the work involved, learners with a major physical disability which affected their mobility would not normally apply to enrol on training course on any HETA site. However, should such a case arise, then every effort will be made to accommodate them by running the course in the ground floor areas, which have adequate disabled access.

Staff employed by HETA who have a major physical disability which affects their mobility will be accommodated by planning their work in ground floor areas which have adequate disabled access. They will not be expected to work in any ground floor areas, such as Portacabins, where disabled access is restricted.

HETA will provide regular training for staff covering the requirements and the implementation of this policy

Further information can be found on the following website

- <https://www.gov.uk/government/organisations/department-of-health/about/equality-and-diversity>