



*The*  
**Development**  
*Manager Ltd.*



**European Union**  
European  
Social Fund

## **Equal Opportunities Policy**

### **General statement**

TDM – The Development Manager Ltd, takes pride in recognising and celebrating the benefits of having a diverse community of staff, learners and stakeholders, who value one another and the different contributions they can make to support TDM as an organisation whose mission statement is to enhance learning and business through open technologies.

We acknowledge the need to lead from the front by example. We want to be an exemplar organisation in the use of technology to enhance our own learning provision and business processes.

TDM is committed to being an equal opportunities employer and learning provider, providing equality of opportunity for all staff, learners and stakeholders.

In the provision of equal opportunities, TDM recognises and accepts its responsibilities under the law. This policy aims to provide equality of opportunity regardless of gender, ethnicity, colour, disability, religion, age, sexual orientation, or marital status. TDM seeks to create an open and supportive environment which is free from discrimination, and which encourages all staff and learners to fully participate.

### **Responsibilities**

1.- TDM has an approved Equal Opportunities (EO) Champion. A company manager who takes the lead on equality and sustainability issues. (Refer to the TDM Organisational Chart-Appendix 2)

2.- The EO Champion will take the lead concerning EO issues thus ensuring that:

- Specified responsibility will be written into job descriptions.
- All staff and learners are aware of the Equal Opportunities Policy and that they support, implement and comply with it and with the relevant legal requirements.
- The implementation of equal opportunities is adequately monitored.
- Staff, learners and stakeholders are provided with opportunities to discuss and deal with equal opportunities issues.
- Staff, learners and stakeholders ensure that their behaviour and/or actions do not amount to discrimination or harassment in any way, and that all are expected to promote a culture free of discrimination, prejudice and all forms of harassment and bullying. Any incidents of discrimination, harassment or bullying will be investigated and may be grounds for disciplinary action (Refer to Harassment & Bullying Policy).
- Processes ensure fairness in all things for all.

- Teaching and learning is provided, free from discrimination.
- The Quality Manager, who supports the EO Champion, manages the EO procedures, including spot-checking analysis.

3.- Staff, learners and stakeholders are encouraged in promoting equal opportunities. They are supported to identify and report discriminatory practices to the EO Champion or the Managing Director and/or Quality Assurance Co-ordinator.(See Grievance and Whistle- blowing procedures).

4.- TDM aims to:

- Make a copy of the policy available to current staff and issue new staff with a copy of the policy in their induction.
- Include Equality of Opportunity in learner inductions, issuing a guidance leaflet and make learners aware of TDM's policy.
- The Quality Assurance Co-ordinator supports the EO Champion in development and monitoring of the Equal Opportunities Policy.
- All staff (regardless of status) will, through their, responsibilities, be proactive in promoting diversity and equal opportunities, and in tackling discrimination.

5.- The EO champion monitors the social composition of staff through the selection procedures:

An annual review of staff takes place by key group: proportion who are female, disabled, BME, etc. (See Appendix 1)

In the case of low numbers compared with national/ regional breakdown for sector, the EO Champion will establish a remedial plan to include positive action measures such as targeted advertising, fast track and mentoring programmes.

6.- Accessibility is provided for all, through:

- A review programme for the improvement of physical access to building. The EO Champion will ensure that reasonable adjustments are made in the workplace to make this happen.
- Providing equipment and support to enhance learning for those who are less able (including on-line accessibility). This will be done in line with our additional learning support policy and procedure.
- Developing a marketing and publicity strategy with a clear Equal Opportunities focus.
- Monitoring learner recruitment, retention and timely success.
- Surveys & feedback sought from customers (internal & external)
- Supporting implementation of the Equal Opportunities elements in complaints, grievance and disciplinary procedures.
- Facilitating the delivery of Equal Opportunities elements in staff CPD.
- Provision of information, advice and guidance.
- Recognition of prior learning, experience and achievement.
- A variety of courses and modes of study, including blended learning and other differing learning processes.
- A supportive environment which offers flexible and fair staff, learner, employer and stakeholder involvement strategies.
- Access to available funding.

## 7.- Staff Training

EO Champion to receive training from equality and diversity seminars or literature from time to time to keep up to date.

All company staff to receive as a minimum of once a year in house training from Champion.

All company staff have regular weekly team meetings to discuss work and issues that concern them, thus ensuring the sharing of good practice.

## 8.- The legal Framework

The following legislation applies to all:

- The equality act 2010

At TDM we will address any issues:

- We will actively seek TechDis service advice to ensure that as much as our e-learning provision is as accessible as possible or we will tailor our approach to suit the needs of our individual learners where necessary.
- We will ensure that accessibility is built into all our courses, and within TDM means we will provide text alternatives to auditory material, and podcasts of text based materials when and if requested.
- We will consider disabled access at all training venues, and make sure they are suitable for all attendees.
- We will make sure we are inclusive in our recruitment processes. i.e. monitoring applicants and staff recruitment.

## 9.- Monitoring and Review

The EO Champion will review the Policy on an annual basis, or through intervention of new revised legislation as and when it occurs.

Advice and information on equal opportunities implementation and issues can be sought from the EO Champion.

The EO Champion will monitor implementation and adherence of the Policy.

The QA Coordinator monitors all partner & sub-contracting organisations (who operate across a variety of sectors and a diverse community) to ensure they are compliant with EO requirements and targets as appropriate. Remedial action planning will be implemented and / or sharing of good practise.

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Appendix 1

Annual Breakdown of Staff by Key Group:

General Eligibility Descriptor	Eligibility Criteria	Evidence Staff at TDM
Gender	A minimum of 40% female	50% Male 50% Female
Disabled	A minimum of 8%	8% Disabled
Ethnic	A minimum of 20% from ethnic minorities	22% ethnic minority
Over 50	A minimum of 5% over 50	20% over 50
Under 21	A minimum of 5% under 21	5% under 21

(Based on TDM Staff members August 2019)

Appendix 2 : Equal Opportunities Organisational Chart

