



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.

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. This policy should be read alongside the other TDM policies and also in conjunction with national legislation and guidance (links below).

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:
 - a. 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.
 - b. The implementation of equal opportunities is adequately monitored.
 - c. Staff, learners and stakeholders are provided with opportunities to discuss and deal with equal opportunities issues.
 - d. 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).
 - e. Processes ensure fairness in all things for all.
 - f. Teaching and learning is provided, free from discrimination.
 - g. The Quality & Compliance (QC) Manager, who is the EO Champion, manages the EO procedures, including spot- checking analysis.
3. Staff, learners and stakeholders are encouraged to promote equal opportunities. They are supported to identify and report discriminatory practices to the EO Champion or the Managing Director (See Grievance and Whistle - blowing procedures).
4. **TDM aims to:**
 - a. Make a copy of the policy available to current staff and issue new staff with a copy of the policy in their induction.
 - b. Include Equality of Opportunity in learner induction and make learners aware of TDM's policy.

- c. Ensure that the EO Champion develops and monitors the Equal Opportunities Policy.
 - d. All staff (regardless of status) will, through their responsibilities, be proactive in promoting diversity and equal opportunities, and in tackling discrimination.
5. Monitors the social composition of staff through the selection procedures by the QC Manager by:
- i. An annual review of staff takes place by key group: proportion who are female, disabled, BME, etc. (See Appendix 1)
 - ii. Where there is a disproportionate representation compared with national/regional averages for the sector, the QC Manager 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. A review programme for the improvement of physical access to building. The QC Manager will ensure that reasonable adjustments are made in the workplace to make this happen.
 - b. Providing equipment and support to enhance learning for those who require it (including online accessibility).
 - c. Developing a marketing and publicity strategy with a clear Equal Opportunities focus.
 - d. Monitoring learner recruitment, retention and timely success.
 - e. Surveys & feedback sought from customers (internal & external)
 - f. Supporting implementation of the Equal Opportunities elements in complaints, grievance and disciplinary procedures.
 - g. Facilitating the delivery of Equal Opportunities elements in staff CPD.
 - h. Provision of information, advice and guidance.
 - i. Recognition of prior learning, experience and achievement.
 - j. A variety of courses and modes of study, including blended learning and other differing learning processes.
 - k. A supportive environment which offers flexible and fair staff, learner, employer and stakeholder involvement strategies.
 - l. Accessing available funding
- 7. Staff Training**
- a. The EO Champion will receive training from equality and diversity seminars or literature from time to time to keep up to date.
 - b. All company staff to receive as a minimum of once a year in house training from EO Champion.
 - c. 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:
- a. The Equality Act 2010
- 9. Protected Characteristics**
- a. There are nine protected characteristics in the Equality Act. Discrimination which happens because of one or more of these characteristics is unlawful under the Act. The characteristics that are protected by the Equality Act 2010 are:
 - i. age
 - ii. disability
 - iii. gender reassignment
 - iv. marriage or civil partnership (in employment only)
 - v. pregnancy and maternity
 - vi. race
 - vii. religion or belief
 - viii. sex

- ix. sexual orientation

10. Discrimination

The Equality Act outlines main forms of unlawful discrimination: direct discrimination, indirect discrimination, victimisation and harassment.

- a. Direct discrimination
 - i. Direct discrimination occurs when a person treats another less favourably than they treat or would treat others because of a protected characteristic. Direct discrimination is generally unlawful. However, it may be lawful in the following circumstances:
 - ii. In relation to the protected characteristic of disability, where a disabled person is treated more favourably than a non-disabled person
 - iii. Where the Act provides an express exception which permits directly discriminatory treatment that would otherwise be unlawful
 - iv. In relation to the protected characteristic of age where discrimination which can be objectively justified will not be unlawful.
- b. Indirect discrimination
 - i. Indirect discrimination may occur if we applied an apparently neutral provision, criterion or practice which puts or would put a person/s sharing a protected characteristic at a particular disadvantage when compared with a person/s that do not have that characteristic.
- c. Discrimination by association
 - i. It is direct discrimination if a person is treated less favourably because of their association with another person who has a protected characteristic; however, this does not apply to pregnancy or maternity
- d. Victimisation
 - i. Victimisation occurs when a person is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. A person is not protected from victimisation if they have maliciously made or supported an untrue complaint.
 - ii. There is no longer a need to compare treatment of a complainant with that of a person who has not made or supported a complaint under the Act.
- e. Harassment
 - i. Harassment is "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual".
 - ii. Harassment applies to all protected characteristics except for pregnancy and maternity and marriage and civil partnership. People will now be able to complain of behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic themselves.

11. Disability

- a. TDM will make 'reasonable adjustments' to help & support any disabled employees and job-applicants with:
 - i. application forms, eg providing forms in Braille, audio formats
 - ii. aptitude tests, eg giving extra time to complete the tests
 - iii. dismissal or redundancy
 - iv. discipline and grievances
 - v. interview arrangements, eg wheelchair access, communicator support
 - vi. making sure the workplace has the right facilities and equipment for disabled workers or someone offered a job
 - vii. promotion, transfer and training opportunities

- viii. terms of employment, including pay
 - ix. work-related benefits like access to recreation or refreshment facilities
12. At TDM we acknowledge the validity of the social model of disability whereby much disability is socially engineered. We intent to ensure all our provision includes provision for disability 'by design', rather than it being considered an 'add on'.
13. Updated further Information and legal guidance can be found can be found:
- a. Equality and Human Rights Commission <https://www.equalityhumanrights.com/en>
 - b. Equality Advisory and Support <https://www.disabilityrightsuk.org/how-we-can-help/helplines/equality-advisory-support-service>
 - c. Citizen Advice Bureau <https://www.citizensadvice.org.uk/>
14. TDM Equal Opportunities Policy Monitoring and Review
- a. The EO Champion will review the Policy on an annual basis, or through intervention of new revised legislation as and when it occurs.
 - b. Advice and information on equal opportunities implementation and issues can be sought from the EO Champion.
 - c. The EO Champion will monitor implementation and adherence of the Policy.

Versions

Amended pages must be inserted in all controlled copies of this policy and a description of the details of each change must be entered in the table below to maintain a record of changes/updates to the policy and/or procedure.

Issue No	Issue Date	Revision No	Revision Date	Section	Revision Details	Author
2	6/7/2009	1				Glenys Bradbury
2	6/7/2009	8	22/08/2016	Page 1	Addition of ESF logo	Elizabeth Kent
2	6/7/2009	9	5/6/2017	Page 1	Delete paragraph about mission- Not relevant anymore	Elizabeth Kent
				No 7 -Page 3	Delete ESF staff line. Not relevant anymore	Elizabeth Kent
				No 9-Page 4	Replace old information with more relevant information related to the equality act 2010	Elizabeth Kent
				No 10 -Page 5	Delete all old links and replace with new links and Equality Act 2010	Elizabeth Kent
				Appendix 1 Page 6	Update table according to current staff	Elizabeth Kent
				Appendix 2 Page 6	Update E&D Support - Sara Marrett (HR Consultant)	Elizabeth Kent
2	6/7/2009	10	25/10/2018	Responsibilities	E&D not in JS - Removed Changed Sara Marrett to Jennifer	Elizabeth Kent
				Appendix 2	J Johnson for EO Champion support	
2	6/07/2009	11	10/01/2020	Page 2	Quality Assurance manager replaced with Quality and Compliance Manager.	Jennifer Johnson
					QA Coordinator removed	
				No 9 page3	Changed from 'Discrimination' to 'Protected Characteristics'	
				No 10 Page3	New No 10 Bullet 'Discrimination' added	
				No 11 Page 4	New No 11, 12, 13 & 14 Bullet	

				No 13 Page4	Updated Hyperlinks. Home Office reference removed as related to their own policy	
				Appendix 1 Page 6	Updated staff ratios to current staff	
	6/07/2009	12	10/02/2021	Appendix 1	Updated staff ratios to current staff	Jennifer Johnson

Appendix 1

Annual Breakdown of Staff by Key Group:

General Eligibility Descriptor	Eligibility Criteria	Evidence Staff at TDM
Gender	A minimum of 40% female	48% Male 52% Female
Disabled	A minimum of 8%	8.2% Disabled
Ethnic	A minimum of 20% from ethnic minorities	8% ethnic minority
Over 50	A minimum of 5% over 50	20% over 50
Under 21	A minimum of 5% under 21	0% under 21*

(Based on TDM Staff members January 2021)

* Currently TDM have not recruited apprentices as we believe in the value of workplace coaching and therefore without a mentor it would be difficult to embed a person fully into the business. Therefore no young people in the business at this stage.

Appendix 2 : Equal Opportunities Organisational Chart

