



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 the organisation and the communities and regions we work for.

TDM is committed to being an equal opportunities employer and learning provider, providing equality of opportunity for all staff and promoting equality and diversity amongst all employees, learners, employers 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 that is free from discrimination, and which encourages all staff, learners, employers and stakeholders to fully participate.

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

Responsibilities

1. TDM has two approved Equal Opportunities (EO) Champions; These are company managers who take the lead on equality and diversity issues. (Refer to the TDM Organisational Chart-Appendix 2).
2. The EO Champions will take the lead concerning EO issues thus ensuring that:
 - a. All staff, learners, employers and stakeholders are aware of the Equal Opportunities Policy and the Equality Act 2010, 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, employers and stakeholders are provided with opportunities to discuss and deal with equal opportunities issues.
 - d. Staff, learners, employers 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 are 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 Whistleblowing 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: the proportion who are female, disabled, BAME, 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 for recruitment.

6. Accessibility is provided for all, through:

- a. A review programme for the improvement of physical access to buildings. 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 that 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 and documentation apply to all:

- a. The Equality Act 2010
- b. Employment Statutory Code of Practice

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 the 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 that 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 the 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:
- 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 the intervention of newly 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 the 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				GB
2	6/7/2009	8	Various dates -reviewed annually	Various section	Reviewed annually since 2010 (as per document history)	EH
2	6/07/2009	12	10/02/2021	Appendix 1	Updated staff ratios to current staff	JJ
2	6/07/2009	13	26/07/2021	Various sections	Appendix 1 updates	EH

Appendix 1

Annual Breakdown of Staff by Key Group:

Key groups split by		Current number of employees	Percentage of the workforce
AGE	16-25	2	2%
	26-30	2	12%
	31--35	6	23%
	36-40	5	20%
	41-50	6	23%
	51-65	5	20%
GENDER	Male	13	50%
	Female	13	50%
LGBT COMMUNITY		2	7%
DISABILITY	Disabled	3	12%
	Not Disabled	23	88%
ETHNICITY	White British	22	84%
	Mixed	1	4%

	Asian or Asian British	1	4%
	Black or Black British	2	8%
	Other Ethnic Background	0	0%

(Based on TDM Staff members July 2021)

* Currently TDM are looking to recruit 2 apprentices to join their marketing and support teams. These will fall under the 16-25 age bracket, thus increasing the number of young people working at TDM.

Appendix 2 : Equal Opportunities Organisational Chart

