



Aim2Learn Ltd

Equal Opportunities

The aims of this policy are to ensure that no one receives less favorable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, disability, sexual orientation or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified in accordance with the principles codified in the **Equality Act, 2010**. To ensure that Aim 2 Learn is free of unwanted conduct that violates the dignity or worker or creates an intimidation, hostile, degrading, offensive or humiliating environment.

Opportunities for employment, training and promotion are equally open to all and selection for employment, promotion, transfer and training, and access to facilities and services, will be fair and based solely on merit.

Aim2Learn Ltd is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins.

Aim2Learn will wholeheartedly follow, adhere and abide by the nine protected characteristics outlined in the Equality Act 2010. They are as follows:

1. Age

The Act protects employees of all ages but remains the only protected characteristic that allows employers to justify direct discrimination, i.e. if an employer can demonstrate that to apply different treatment because of someone's age constitutes a proportionate means of meeting a legitimate aim, then no discrimination will have taken place.

2. Disability

The Act includes a new protection arising from disability and now states that it is unfair to treat a disabled person unfavourably because of something connected with a disability. An example provided is the tendency to make spelling mistakes arising from dyslexia. Also, indirect discrimination now covers disabled people, which means that a job applicant could claim that a particular rule or requirement disadvantages people with that disability.



The Act includes a provision which exceptions, for employers to ask about a work.

makes it unlawful, with limited candidate's health before offering them

3. Gender reassignment

It is discriminatory to treat people who propose to start to or have completed a process to change their gender less favourably, for example, because they are absent from work for this reason.

4. Marriage and civil partnership

The Act continues to protect employees who are married or in a civil partnership. Single people are however not protected by the legislation against discrimination.

5. Pregnancy and maternity

The Act continues to protect women against discrimination because they are pregnant or have given birth.

6. Race

The Act continues to protect people against discrimination on the grounds of their race, which includes colour, nationality, ethnic or national origin.

7. Religion or belief

The Act continues to protect people against discrimination on the grounds of their religion or their belief, including a lack of any belief.

8. Sex

The Act continues to protect both men and women against discrimination on the grounds of their sex, for example paying women less than men for doing the same job.

9. Sexual orientation

The Act continues to protect bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

Trans-Gender & Gender Re-assignment: Gender reassignment is a personal, social, and sometimes medical process by which a person's gender appears to others to have changed. Anyone who



proposes to, starts or has completed is protected from discrimination under need to be undergoing medical for example, a woman who decides to live as a man without undergoing any medical procedures would be covered. Aim2Learn fully adhere to the Equality Act and will offer all appropriate support to employees or customers affected by gender re-assignment.

a process to change his or her gender the Equality Act. A person does not supervision to be protected. So, for

Aim2Learn value, respect and protect the right of men and women during maternity and paternity absence/leave and follow the guideline set out in the Equality Act 2010. The Equality Act 2010 makes it unlawful to discriminate, or treat employees unfavourably because of their pregnancy, or because they have given birth recently, are breastfeeding or on maternity/paternity leave.

All members of Aim2Learn Ltd are requested to promote actively an atmosphere of positive co-operation and tolerance across the whole institution. Respect for and fair treatment of individuals and groups is an underlying precept of studying life to which everyone is asked to adhere.

All members of the Aim2Learn Ltd community, whether learners, visitors or staff have the right to enjoy the benefits of Aim2Learn Ltd free from any kind of mistreatment.

Mistreatment can take many forms and Aim2Learn Ltd will take firm action against employees or learners found guilty of any of the following:

- Physical assault against a person or a group.
- Victimisation.
- Derogatory name calling, insults and racist, religious or sexist jokes.
- Racists, Religious or sexist graffiti and other written insults.
- Provocative behaviour such as wearing racist or sexist badges or insignia.
- Discriminatory graffiti, comics, pictures, cartoons or magazines being brought into Aim2Learn Ltd.
- Threats against a person or group because of age, colour, race, religion, sexual orientation, gender or disability.
- Discriminatory comments, including ridicule made in the course of discussion in class.
- Recruitment of members to racist organisations and groups.
- Unwanted verbal or physical advances to members of Aim2Learn Ltd or visitors.
- Refusal to co-operate with other people because of age, race, colour, religion, gender, sexual orientation or disability.

Aim2Learn Ltd will follow the recommendations of the CRE's statutory Code of Practice on racial Equality in all its employment policies, procedures and practices.

We will take the following steps to put the policy into practice and make sure it is achieving its ends.



- The policy will be a priority for
- Stuart Littlewood (MD) will be responsible for the day-to-day operation of the policy.
- Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.
- All workers will be trained on the policy; on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.
- Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some racial groups, and the importance of being able to justify decisions that apply to them.
- Complaints about racial discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
- Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality or ethnic or national backgrounds,
- All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotions and development opportunities in the organisation.
- Selection criteria will be entirely related to the job or training opportunity.
- Information on the ethnic and racial backgrounds of workers and applicants for employment, promotion and training will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in the strictest confidence and will only be used to promote equality of opportunity and prevent unlawful racial discrimination.
- If the data show that people from a particular racial group are under-represented in particular areas of work, lawful positive action training and encouragement will be considered for workers and others in that group, to improve their chances of applying successfully for vacancies in these areas.
- Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by racial group.
- Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring results, and revised, if they are found to, or might, discriminate unlawfully on racial grounds.
- All contracts between Aim2Learn Ltd and contractors to supply goods, materials and services will include a clause prohibiting unlawful racial discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.
- The effectiveness of the policy and the plan will be monitored regularly. A report on progress will be produced each year, and published via the website, notice boards and the annual report.
- Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality or ethnic or national origins.



This policy has been endorsed by Stuart of the management/board.

Littlewood (MD) and has the full support