



POLICY AND PROCEDURES MANUAL

SUBJECT: EQUAL OPPORTUNITIES

1.0 Policy Statement.

- 1.1 ADC Technology Training Ltd and any or all separately named divisions thereof, is committed to ensuring equality of opportunity for all actual or potential employees or students, irrespective of race, nationality, gender, religion or belief, marital status, family responsibility, sexual orientation, age, colour, disability, trade union activity or unrelated criminal conviction.

2.0 Scope

- 2.1 This document establishes the ADC Technology Training Ltd policy regarding equality of opportunities and the principles of monitoring the application and effectiveness of such a policy. It applies to all ADC staff and ADC IT College students.

3.0 Purpose

- 3.1 To establish unambiguous guidance and understanding of equal opportunities practice and to create core principals regarding its application and monitoring within the company.

4.0 Key Principles

- 4.1 ADC actively seeks to demonstrate its commitment by adopting policies, codes of practice and action plans to combat discrimination which it recognises can be in any form and may often vary depending on the group or individual at risk.
- 4.2 At ADC, staff and students are required to reflect their commitment to equality of opportunities and anti-discriminatory practices and ADC will promote equality of opportunity for all students and staff by demonstrating opposition to all forms of discrimination in every aspect of its operations and developing policies specifically to prevent discrimination on or all of the grounds set out in clause 1.1 above.
- 4.3 ADC will Identify and remove all practices that unfairly discriminate against, or are prejudicial to, any group or individual.
- 4.4 By employing a workforce which reflects the diversity inherent in the community it serves, ADC will work towards increasing awareness and positive attitudes at all levels in the organisation toward people experiencing or likely to experience, discrimination.
- 4.5 ADC will not tolerate discriminatory behaviour in any form against its employees or students, no matter the source, nor will it tolerate such behaviour from any of its employees or students.
- 4.6 ADC will seek to ensure that requirements that are not job related will not cause any employee or student to be treated unfairly and it will make reasonable provision for candidates and employees with special needs by providing suitable assessment locations and technical aids where appropriate.

5.0 Structures

- 5.1 While equality issues are the responsibility of all employees, students and visitors, ADC has determined that they are primarily the concern of the Senior Management Team under the chairmanship of the Managing Director who will ensure that sufficient time and expertise is provided to the implementation of this policy.

6.0 Monitoring

- 6.1 Monitoring will be undertaken at all times in accordance with recommended best practise, particularly that of the CRE (Commission for Racial Equality).
- 6.2 As part of the monitoring process, statistical evidence will be gathered from exit and recruitment interviews, obtained during job and salary appraisals and during formal/informal training programmes. The data acquired from these sources will be analysed and published as appropriate and may form the basis for changes to HR programmes currently in place.
- 6.3 A further significant source of information and potential action may be from monitoring any complaints and allegations made under the **ADC Grievance Procedure**.
- 6.4 It is expected that all employees, visitors and students will embrace the fact and practice of equal opportunity and conduct themselves at all times in a manner free of intolerance and prejudice. It is further expected, in addition to the monitoring undertaken by the senior Management Team, that the required behaviour will be self-monitored and regulated.

7.0 Positive Action

- 7.1 In law, organisations are allowed to provide *Positive Action* in a number of forms to meet special needs of groups or individuals and examples are shown below. It is critical to understand that the law imposes limits on this form of strategic support which must be regarded as a temporary measure that is withdrawn once the need for its introduction has been met or has ceased to exist.
- 7.2 Positive Action may cover any or all of the following activities. The list is not exhaustive.
- Training targeted at under-represented groups or ethnic minorities
 - Provision of specific services/facilities for individuals or groups with special needs whether of whatever nature.
 - Create job opportunities to correct imbalances within the workforce or student population.

8.0 General

- 8.1 Any employee, visitor or student who believes that he or she has been unfairly treated by reason of prejudice or discrimination should seek guidance and redress under the provisions of the **ADC Grievance Procedure**.

9.0 Review

- 9.1 This procedure will be regularly reviewed for correctness of content, compliance with legislative changes and amendments and regard to best practice.