

## Equality and Diversity Statement

MITSkills aims to ensure that no employee or trainee or any potential employees will receive less favourable consideration or treatment by virtue of his or her age, gender, race, colour, disability, marital status, sexual orientation, nationality or ethnic origin maternity or pregnancy, or gender assignment. Furthermore, we aim to ensure that no person would be disadvantaged by any condition or requirement, which cannot be shown as, justified. We will support and advance the requirement aims and objectives of the Equality Act 2010, the Public Sector Equality Duty, and specific duties of 2011.

We will: -

- monitor and publish sufficient information to demonstrate our compliance with the general equality duty across our business.
- prepare and publish one or more main objectives to show we are working on meeting one or more of the general equality duty aims.
- publish at least one objective every four years from 2012 and further information demonstrating compliance against that objective at least annually and to publish further equality objectives at least once every four years.
- promote this policy via staff and learner inductions, staff CPD, via learner and employer handbooks, publish it on our website and on SharePoint for staff and subcontractors. We will publish and promote the policy along with its associated aims within our premises.
- consider this policy as part of our quality improvement plans, when recruiting staff or learners, in designing, planning, and delivering, study programmes, and apprenticeship training and working with employers, apprentices and learners.

Our Published Objective

MITSkills aim is to positively promote equality in diversity for staff and learners, our stated objective is in doing so will be reflected in our delivery to learner groups (as measured by the ESFA allowing wider comparison) with protected characteristics will succeed at rate within the limits of statistical significance (or better) than those without comparable protected characteristics.

Currently the ESFA comparison used are (Gender), Ethnicity (British/Other) (White\ Other Minority), Disability (None declared\ Self-declared) and Age. (ESF 30)

Sub-contractors are directed towards the above statement and our attached policy, and we reserve the right to ensure full adherence as stated in of all our contracts which clearly requires compliance with the Equality Act 2010 regulations and as appropriate ESFA and ESF subcontractor compliance and the associated duty promote Equality and Diversity including promoting these to MITSkills learners



Hisham Zubeidi  
Managing Director

# Equality and Diversity (Equal Opportunities) Policy

(This policy covers all provision including the ESF funded Projects where stated)

## ESF Solent SSW. (CSW main provider) (ESF27)

<b>Date established:</b>	March 2009
<b>Updated:</b>	October 2023
<b>Reviewed:</b>	Annually last review 111023
<b>Purpose:</b>	This policy aims to set out MIT's position regarding roll out of the Equality & Diversity (Equal Opportunities Policy)

### Scope of this policy

The policy scope covers the nine protected characteristics of the Equality Act 2010 (ESF 30)

MITSkills (MIT) aims to ensure that no employee, trainee, participant, or potential employee will receive less favourable consideration or treatment by virtue of age, gender, race, colour, marital or civil partnership status, sexual orientation, disability, nationality or ethnic origin, belief, religion gender assignment, pregnancy, or maternity status. Furthermore, we aim to ensure that no person will be disadvantaged by any condition or requirement, which cannot be shown as, justified. (ESF 30)

The overall objectives of the policy are to ensure that MITSkills and its staff are positive about equality, promote it within our business and as a result will access the wider labour market and engage the services of the most suitable employees to deliver to and help create a safe environment for all protected groups. We aim that all applicants, learners, and employees are treated in a fair and consistent manner; supported in achieving their full potential to the benefit of the company and themselves.

MIT will ensure that it engages competent, skilled workforce and reflecting where possible, the ethnic mix of the local community.

For this policy to be successful, the cooperation of all employees is vital.

However, MITSkills is ultimately responsible for achieving the objectives outlined and for ensuring full compliance with the relevant Acts of Parliament including the Equality Act 2010 and Codes of Practice.

Misappropriate actions against this policy and the laws on which they are based, will be considered a serious offence, and will incur disciplinary actions or dismissal.

## Aims

MITSkills has formulated aims from the core values of our organisation, recognising that this includes duties to work to and have due regard to Equality Act 2010:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act (ESF 27)
- Advance equality of opportunity between people who share a protected characteristic and those who do not. (ESF 27)
- Foster good relations between people who share a protected characteristic and those who do not. (ESF 27)

MITSkills notes The Equality Act explains that having due regard for advancing equality involves: (ESF 28)

- removing or minimising disadvantages suffered by people due to their protected characteristics; (ESF28)
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people; (ESF 28)
- encouraging people from protected groups to participate in public life or in **other activities where their participation is disproportionately low.** (ESF 28)

The Equality Act states that meeting different needs includes taking steps to take account of disabled people's disabilities. (ESF 29)

The Act describes fostering good relations as tackling prejudice and promoting understanding between people from different groups and our aim is to ensure this underpins MITSkills delivery and wider business interactions. (ESF30)

The following overarching key objectives and aims are central to policy and how we will do business. We will engage employers, learners, and staff with this policy by our Directors and Management working with our staff to ensure these aims of the policy are a living part of our ways of working. This will include recruitment, training and support for staff and learners, and support employers and subcontractors.

- Aim to replicate the composition of the Local community within its workforce.
- Aim to prepare Learners for a diverse society and world.
- Aim to respect and value the linguistic, cultural, and religious diversity in the community.
- Aim to ensure that we meet the diverse needs of our Learners.
- Aim to ensure that an inclusive ethos is established and maintained.
- Acknowledging the existence of racism and being proactive in tackling and eliminating racial discrimination
- Ensuring our organisation is a place where everyone irrespective of their race, colour, ethnic or national origin or their citizenship, feels welcomed and valued.
- Ensuring that racial equality is an integral part of all planning and decision making throughout our organisation.
- Make reasonable adjustment to take account of disabled people's disabilities in line with the equality Act (MITSkills is a disability confident employer)

We publish a Diversity Statement which is to be taken as part of policy stating.

**A commitment to monitoring of progress towards any key objectives – including monitoring representation and performance of different groups. (ESF 30)**

Our policy is inclusive of all aspects of employment, training, and conditions of service.

For monitoring purposes only, MITSkills maintains information on gender, racial origin, and disability of all its applicants and employees, past and present.

As a pre-requisite of our contract, we systematically track and monitor these records. This further enables us to eliminate any unlawful direct or indirect discrimination and promote equality of opportunity.

We endeavour to help disadvantaged and/or underrepresented groups to compete for jobs and training on a genuine basis of equality.

MIT's Equality and Diversity Policy and the mechanisms to implement it have been formulated based on advice from the relevant bodies and is summarised for Employment see section below.

The Managing Director is responsible for the effective operation of the company's Policy.

A copy of the Equality and Diversity (Equal Opportunities) Policy is available through the Quality Assurance Infrastructure, on company SharePoint, and on our website.

## **Employment**

### **Advertising of vacancies:**

- We will advertise all vacancies, internally and externally at the same time.
- We will ensure that knowledge of vacancies (staff) reaches underrepresented and disadvantaged groups through adverts in local and minority media, job centres and other relevant organisations.
- Vacancies for learners will be advertised through the career's services, local media and where possible colleges and schools.
- All vacancy adverts will include a brief description of our equal opportunity statement.

### **Selection & Recruitment:**

- Where possible, to have more than one person involved in the selection, interview, and recruitment process.
- All parties involved in recruitment of MITSkills staff will be trained in equality of opportunities.
- To involve in the selection and recruitment process, women, disabled and minorities.

- To make clear our responsibility under equality does not preclude our responsibilities under Safeguarding or Prevent, and recruitment guidance included in KCSIE in protecting the learners, staff, partners, and the wider community.
- Employment will require an enhanced DBS, and to achieve a satisfactory pass in appropriate Safeguarding and Prevent Training prior to employment or within the probationary period, no probationary period will be deemed as passed until these are achieved regardless of any other agreed targets set as a pre-employment requirement. Training will be ongoing in Equality, Safeguarding and Prevent to help underpin a common understanding of the need to facilitate and promote British values, be aware of vulnerable groups, and discourage extremist views which may impact others' rights, freedoms, and the rule of law.
- Explanations for the selection and rejection of applicants will be recorded.

**Training:**

- MITSkills will ensure that job descriptions are accurate for each post advertised and frequently reviewed and updated where appropriate.
- All staff will be regularly evaluated to identify any additional training needs.
- We will encourage staff to apply for training and employment opportunities within the company.
- Where a need is identified, we will recruit and/or train competent staff to deliver suitable training and support.
- Staff will be required as part of their induction to receive training related to this policy and participate in CPD related to Equality and Diversity and how they can support the implementation of this policy, the policy aims and plans to promote equality and diversity as part of our ways of working.

**Conditions of service:**

- All personnel records will be kept confidential and accessed by authorised person/s only.
- Records on staff will include details on gender, racial origin, and disability.
- Staff will have restricted access to view files held on them and where necessary to issue instructions for corrections in line with our GDPR policy.
- All complaints and grievances should be addressed in the first instance to the line manager; MITSkills has clear guidance on complaints and appeals procedures.
- Staff will treat all individuals with respect and endeavour to promote equality and are expected to report where they believe they have identified discrimination against those with protected characteristics. Staff involved with discrimination against individuals with protected characteristic within the workplace or external to MITSkills may be subject to disciplinary action including up to including dismissal.

## **Subcontracting**

Where MITSkills subcontracts or has partners that deliver to learners they are required to

- Adhere to the equality act and require their staff to do so.
- Subcontractors will require to have policies for equality and diversity and work with MITSkills to promote E&D for our delivery, this includes enhanced DBS for staff, safeguarding, and Prevent policies. They will be required to have related appropriate procedures including training of all teaching and delivery staff, and for all staff working with MIT Skills learners. Subcontractors staff are expected to achieve a satisfactory pass in appropriate Safeguarding and Prevent Training as agreed with MIT Skills. New subcontractors where Safeguarding and Prevent training of all teaching delivery staff working with MITSkills learners is not already in place will be given a grace period to evidence that all staff are trained and have passed safeguarding and Prevent training to the standard agreed with MITSkills. Until these are achieved regardless of any other agreed targets set, as subcontractor requirements, the subcontractor will have a higher risk rating. If after the grace period, the evidence of training of staff is not achieved MIT Skills will reflect this in the subcontractor risk rating of high and may incur penalties up to and including the subcontractor partnership being suspended or removed. Where compliance is achieved subcontractors will then be expected maintain regular staff and learner training ongoing in Equality and Diversity, Safeguarding and Prevent to help underpin a common understanding of the need to facilitate and promote British values, be aware of vulnerable groups, and discourage extremist views which may be impact other rights, freedoms, and the rule of law. (ESF 30)

### **List of Subcontractors (as required by ESF funding by project)**

At review we are not the lead provider for any standalone ESF projects with subcontractors and so have not appended a subcontractor list for standalone project.

We were a subcontractor to CSW for the ESF SSW Solent up to March 2021

Subcontractors related to ESFA funding related to ESF co funding are declared on the list of subcontractors filtered by lead provider UKPRN 10004440

<https://www.gov.uk/government/publications/sfa-subcontractors-list>

For the purposes of this policy our ESFA declared subcontractor list can be found on our website

<https://mitskills.com/policy-documents/>

## **Learner Delivery**

- Delivery staff including Subcontractors will be require to demonstrate they are integrating the promotion of equality and diversity, along with active delivery of the Prevent aims within their schemes of work and delivery. Aimed at the improvement of learners understanding of Equality and Diversity, British values, and feeling safe within the learning environment. Delivery staff will be risk rated on delivery this will be reflected in MITSkills teaching and assessment rating procedure delivery staff will be expected to develop and improve based on feedback to agreed timescales (See Work Based Trainer Formal Observation Process).

## Equality and Diversity (Equal Opportunities) Plan

- MITSkills will have a management led Equality and Diversity and Equal Opportunities Action Plan which will be used to develop and underpin steps taken by the organisation in meeting its obligations under the Act of 2010, and the wider training needs of staff, learners, and specific duties of 2011 (and the Public Sector Equality Duty 2010 as appropriate).
- The Action plan will reflect this policy and will be in the spirit of the 2011 Equality Objectives as required by the Act aim to meet the general duty to noting at this time that MITSkills does not come under this part of the act but recognises its value, we aim to: -
  - Eliminate unlawful discrimination.
  - Advance equality of opportunity
  - Foster good relations
- The Action plan will ensure our policy for accessibility for all provision is met, our delivery sites are all accessible, and this is reviewed, and individual accessibility and support need are planned with the individual.

Our Policy will be communicated to all and staff, learners via our website, and learner handbook (available online), as well as signage in our delivery sites, where appropriate It will be communicated on update to staff partners and suppliers (as appropriate) will be sent a copy or hyperlink by email, and/or SharePoint. (ESF30).

Please see associate ESF document (checked)

<https://www.gov.uk/government/publications/european-social-fund-programme-guidance/cross-cutting-themes-guidance-for-european-social-fund>

We have wider policies aimed at ensuring those with protected characteristics are treated with equality and respect these are listed below.

Where staff our learners believe they are not being treated with equality we encourage them to raise their concerns via our Senior Management team equality lead below

**Hani Zubeidi** – and can be contacted via 01932 341416 or hani.zubeidi@mitskills.com

Alternatively, staff learners and visitors can use our formal complaints policy to raise equality issues and we are committed to responding to all complaints within 10 working days.

Where staff or learners have discriminated against learners' visitors, staff or potential staff or learners based on a protected characteristic we will take disciplinary action up to and including dismissal for staff or removal from course for learners. Relevant authorities including the police will be informed as appropriate.

Please see our wider policies relevant to the promotion of equality within MITSkills.

Safeguarding Policy

Anti -Harassment and Anti-Bullying Policy

Learner Code of Conduct

Disabled Staff and Learner Support Policy

Company Rules and Code of Conduct

Complaints Policy

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