

## Introduction

Xtreme Emergency Training Ltd recognises that promoting equality and diversity is essential to deliver quality, culturally appropriate training and support services to all sections of the community for which we serve. We are fully committed to practices that offer equality of opportunity to all employees, Learners and service users.

It is Xtreme Emergency Training Ltd.'s policy that no applicant, Learner, employee or service user, receive less favourable treatment on the grounds of their:

- Race, Colour, Ethnicity or Origin.
- Ability or Disability.
- Gender, Gender Re-assignment Status.
- Sexual Orientation.
- Marital Status.
- Religion.
- Age.
- Beliefs, Non-Beliefs.

Xtreme Emergency Training Ltd embraces the diversity of its employees, Learners and service users and endeavours to support the individual needs wherever possible. We recognise that inequality exists within society and that some sections of society continue to receive less favourable treatment and are limited in access to opportunities based upon their:

- Ability or Disability.
- Gender, Gender Re-assignment Status.
- Sexual Orientation.
- Marital Status.
- Religion
- Age.
- Beliefs, Non-Beliefs.

In some cases, the primary causes of inequality are direct discrimination i.e. prejudice, hatred, oppressive practice and lack of awareness is generally a more common contributor. This can lead to institutional barriers whereby the policies, procedures, systems and processes of an organisation systematically restrict or have an adverse effect to people receiving fair and equitable treatment.

Each employee, Learners and service user of Xtreme Emergency Training Ltd has a right to dignity, respect and fairness and this is extended across all the services that Xtreme Emergency Training Ltd deliver. We at Xtreme Emergency Training Ltd are committed to improving the working lives of employees, Learners and service users and will not tolerate violence, abuse or harassment. We at Xtreme Emergency Training Ltd actively encourage employees and Learners to report any incident, however trivial it may seem, so it can be investigated and action taken where found to be necessary.

This policy compliments Xtreme Emergency Training Ltd values and beliefs and indicates our firm commitment to eradicate discrimination whether direct or indirect and to ensure equality of opportunity for all. Our commitment applies across the full spectrum of the community.

To achieve this Xtreme Emergency Training Ltd will ensure that our employees, service users and Learners support, understand and are responsive to objectives set out within this policy through appropriate challenge & support, training and development and effective management. We will develop our supplier contracts through equalities briefing sheets and procurement criteria.



## Equal Opportunities & Diversity Policy

### Policy Statement

It is Xtreme Emergency Training Ltd policy that we will:

- Provide a non-discriminatory high standard of service to all our employees, service users and Learners and operate within legislation without compromise.
- Consult, develop, plan and deliver services that are accessible to all our employees, service users and Learners and with reasonable adjustment, to be responsive to their needs and preferences.
- Use influence to promote equality through all the services and practices and ensure that all forms of harassment and discrimination are challenged.
- Make informed and fair decisions in relation to recruitment, promotion and training. These decisions are made in accordance to core competencies.
- Foster a culture where equality and human rights are valued and the skills and talents of our employees, service users and Learners are used appropriately to the benefits of the community.
- Monitor and review all our employees, service users and Learners and develop initiatives / nurture applications from an expansive cross section of the community.

### Legal Framework

Equality Act 2010

European Communities Act 1972

Gender Re-Assignment Regulations 1999

Gender Reconstruction Act 2004

Gender Equality Duty 2007

Religion / Belief Employment Regulations 2003

Disabled Persons (Employment) Act 1944 and 1958

Rehabilitation of Offenders Act 1974

Human Rights Act 1998

Public Interest Disclosure Act 1998

### General Procedures

#### Leadership

Xtreme Emergency Training Ltd has the responsibility for the development of strategies, resources and structure to deliver the Equal Opportunities Policy through the leadership of Xtreme Emergency Training Ltd. All decisions and propose changes to services will consider the potential for adverse impact on Xtreme Emergency Training Ltd and employees, service users and Learners equality.

Xtreme Emergency Training Ltd will review the views of employees, service users and Learners and will take into account of these in shaping and developing future services. This includes the provision of reasonable adjustment and communications.

Xtreme Emergency Training Ltd and Mr. J. Nicholson has the responsibility for implementing and monitoring of Xtreme Emergency Training Ltd Policies within the scope of their role. Equality and diversity is an organisational function and employees, service users and Learners are responsible for ensuring the pro-active delivery and progress of equalities and diversity through communication and networking.

Xtreme Emergency Training Ltd and Mr. J. Nicholson is responsible in addition to their individual responsibilities for ensuring:

- All employees, service users and Learners are aware of and comply with the standards expected within this policy.
- The measures of awareness, understanding and delivery of Xtreme Emergency Training Ltd equalities commitment.
- Dignity and respect for all employees, service users and Learners.



## Equal Opportunities & Diversity Policy

- That they confront and take appropriate action against incidents or behaviour that does not meet the standards of Xtreme Emergency Training Ltd policies.

### Staff Involvement

Xtreme Emergency Training Ltd will involve all employees, service users and Learners and support them in the development and delivery of equalities and diversity. This may include consultation, email, verbal communication, internet and networking sessions.

All employees, service users and Learners have a personal responsibility for ensuring that they work in a positive and non-discriminatory manner with all service users and colleagues. This responsibility is communicated and reinforced through the Equal Opportunity Policy, Discrimination Procedures and Harassment Procedures as well as through consultation, email, verbal communication, the World Wide Web and networking sessions.

### Training and Development

Xtreme Emergency Training Ltd and Mr. J. Nicholson recognises the value of all employees, service users and Learners and will support employees, service users and Learners to deliver the values and principles of equality, individuality and diversity. Xtreme Emergency Training Ltd will identify the knowledge and skills required to deliver ethnic and culturally sensitive services across all aspects and where necessary provide training to enhance confidence and understanding.

Xtreme Emergency Training Ltd employees will receive training in Xtreme Emergency Training Ltd policies and procedures and acknowledge their responsibilities under these.

### Monitoring and Review Arrangements

Xtreme Emergency Training Ltd and Mr. J. Nicholson recognises that continual monitoring of equal opportunities is essential to the continued review of the effectiveness of all policies. To this end Xtreme Emergency Training Ltd and Mr. J. Nicholson will collate and monitor all information required by the laws of England and use this information to make decisions.

### Harassment Procedures

Xtreme Emergency Training Ltd takes all allegations of harassment very seriously and has policies in place for the reporting and managing incidents of harassment, bullying, intimidation and discrimination.

It is the right of all employees, service users and Learners to be treated with consideration and operate in an environment free from harassment, bullying, intimidation and discrimination. This is made through written policies and respective training.

We review this policy on an annual basis

Signed:

16/03/2018

Name: James Nicholson

For and on behalf of: Xtreme Emergency Training Ltd

Position: Managing Director