

HYA TRAINING LTD

EQUAL OPPORTUNITES POLICY

Policy Statement

HYA Training is committed to equality of opportunity for all. HYA Training aims to be a place where people are welcome regardless of nationality, religious belief, racial or ethnic origin, disability including limitations to physical access or resources, marital status, age, gender, sexual orientation or preference, part-time or temporary status or ex-offender.

This policy, as is reasonably practicable and applicable, will be directly linked to:

- Human Rights Act 1948 and 1998
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 & 1986
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- Protection from Harassment Act 1997
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Sex Discrimination (Gender Re-assignment) Regulations 1999
- Age Diversity in Employment: A Code of Practice DfEE 1999
- Equal Pay Act 1970
- The Employment Equality Regulations 2003 (Sexual Orientation, Religion & Belief)
- The Employment Equality Regulations 2006 (Age) (to be introduced late 2006)
- Civil Partnership Act 2004

Any discriminatory behaviour is unacceptable and positive steps to combat such behaviour are encouraged. Where we encounter discrimination we shall seek to eliminate it and we shall deal with any incident of discrimination immediately. HYA Training's commitment is reflected in our policies and procedures, including those relating to employment of staff, learner recruitment, provision of learning and other services to learners, staff and the public.

Implementation of the Policy

All persons directly employed by HYA Training will have training in Equal Opportunities and all staff will have access to the written policy and procedures.

All learners will have the Equal Opportunities Policy included in their handbooks and will be provided with our Disability Statement.

All contractors will have access on request to the Equal Opportunities Policy and will be required to follow Equal Opportunities Policy when dealing with clients of this company (including learners).

HYA Training's advertising/marketing materials will carry the words 'HYA is an Equal Opportunities Employer'

All clients/learners will be able to identify the correct lines of communication for reporting any incident of discrimination, which affects them, or any of HYA Training's clients/learners.

Responsibilities for the Equal Opportunities Policy

All the staff of HYA Training will be responsible for the implementation of the policy and will ensure the Equal Opportunities Policy is adhered to in all aspects of employment and training.

Where any possible discrimination is encountered, the Operations Director will investigate and require a full explanation of the situation before a decision is made. The decision will reflect the legal requirements of the appropriate legislation if applicable.

Where HYA Training provide training in skill areas which are under-represented by any particular group in society, HYA Training will explore positive action to engage with that group.

The responsibility for ensuring this Equal Opportunities Policy is a workable and working document will lie with the Operations Director, Joan Duncan.

All staff will make certain that the learners with HYA Training receive equality in training and employment and will ensure any discriminatory behaviour, from any person having a direct or indirect link to learners is reported to the Operations Director of HYA Training as soon as possible.

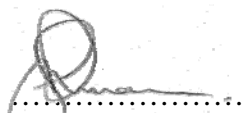
To protect staff and learners alike there will be procedures to ensure that each person has a redress against harassment and bullying at work or during any part of training. There will be procedures for redress of complaint, and for the re-evaluation of decisions taken by assessors following representations from learners.

A confidential Complaints Book will be kept, regularly reviewed and the causes of complaints analysed to prevent reoccurrence. Anyone whose personal data is stored on a HYA Training computer will have right of access to it.

Equal opportunities issues arising in the workplace will be monitored. A formal reporting system of equal opportunities issues is in place. Health and safety at work will be paramount.

The Equal Opportunities Policy and procedures will be reviewed each year and amendments made at that time.

Signed: 
Lynn McGowan
Managing Director

Signed: 
Joan Duncan
Operations Director

HYA is an equal opportunities employer and learning provider.
HYA Training welcomes under-represented groups.