

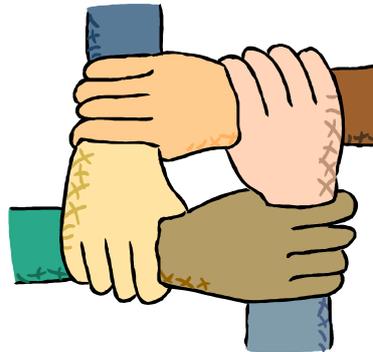
EQUALITY & DIVERSITY (GUIDANCE NOTES)

Equal Opportunities

Diversity

Harassment and Bullying at Work

Disability Statement



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You should actively support and implement the principle of equal opportunities in employment and oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, creed, nationality or any other unjustifiable basis.

It is the duty of all directors, managers and employees* to accept personal responsibility for the practical application of the equal opportunities policy. A responsible employer should take active steps to ensure that all employees are treated equally and fairly in terms of recruitment, training, promotion and career progression.

The use of offensive materials and/or behaviour within any working environment should be discouraged.

** NOTE: All references to Employees include Learners*

1. EQUAL OPPORTUNITIES

What do you mean equal opportunities?

Equal Opportunities means protecting the rights of every employee to be treated fairly. (Based on merit, not favouritism).

It protects people from unfair treatment because of their:

- race
- colour
- national or ethnic origin
- sex
- age
- marital status
- pregnancy
- physical or mental impairment.

There are many acts that directly address Equal Opportunity issues. These include:

- Race Relations Act
- Sex Discrimination Act
- Disability Discrimination Act
- Equal Pay Act
- Human Rights Act

Benefits of Equal Opportunities

Equal Opportunities:

- help create an attitude of respect and dignity for all
- fair treatment enables employees to reach their full potential
- reduce workplace stress, emotional and physical pain is also reduced.

A copy of Didac's Equal Opportunities Policy will be issued to all learners and employers via web resources. As this policy is updated, the revised copy will be issued.

2. DIVERSITY

Diversity means recognising that the individual and professional differences that are a natural part of society.

Diversity occurs naturally. We all differ as individuals and on the basis of the social, professional and organisational groups we belong to:

Individuals	We are all individuals. There are no two humans who are the same. We therefore, have unique requirements, abilities and motivations.
Social Groups	We have different identities within the social groups in which we are classified, eg. Male, female (gender), black, white (race), English, Scottish (nationality) etc.
Profession	Career activities are also sources of differing cultures.
Organisation	The organisation is also a source of differing approaches eg. Small business, large business.

A diverse workforce helps a company to:

- bring a wider range of skills and experiences to the workplace
- attract capable employees

3. DISCRIMINATION AND HARASSMENT

Discrimination is treating people less favourably at work because of their race, colour, and sex.

- people may be treated less favourably because of prejudice, making assumptions based on sex, race, colour etc.

Direct Discrimination

Direct discrimination occurs when a person or group is treated less favourably than others. Segregating a person or group on the basis of their race, sex or disability is unlawful. It also is unlawful for an employer to discriminate against a job applicant whose conviction is spent.

Indirect Discrimination

Indirect discrimination occurs when a condition or requirement is imposed which, although applied equally to all individuals or groups, is such that:

- the proportion of persons of a group who can comply with it is significantly smaller than the proportion of persons not of that group who can comply with it;
- the Employer cannot show it as being justifiable based upon the needs of the job;
- it is to the detriment of the individuals concerned because they cannot reasonably comply with it.

For example, a dress policy which prevents women wearing trousers discriminates against women of a particular race or religion; a higher language standard than is actually needed to do the job discriminates on the grounds of nationality/race; a training policy which excludes part-time staff may discriminate against women, who fill the majority of part-time jobs.

Harassment is an unwelcome or offensive remark, request of other act that discriminates against a person.

There is no hard and fast definition of sexual harassment, but it is essentially unacceptable behaviour which is based on your sex, and which is unreasonable, unwelcome and offensive.

In the European Commission' code of practice sexual harassment

Unwanted conduct of a sexual nature, or other conduct based on sex affecting the dignity of women and men at work. This can include unwelcome physical, verbal or non-verbal contact.

Examples of sexual harassment include:

- Unwelcome sexual attention
- Suggestions that sexual favours may further your career (or their refusal may hinder it)
- Comments, teasing or jokes of a sexual nature
- Staring and winking

Unwanted sexual attention is harassment if it continues after you make it clear that you find it unacceptable. However, one incident can often be enough to constitute sexual harassment, if it is sufficiently serious. Most people who are sexually harassed are women. But men too can be sexually harassed

Fact or Fiction

It's Just Harmless Fun

WRONG!! Sexual harassment is the imposition of unwelcome sexual attention or action and creates a stressful and hostile environment for the victim - affecting mental and physical health. It is often accompanied by overt or implied threats to the victim's job or career - or alternatively problems.

It Only Happens to Women

WRONG!! Although women are the usual victims, harassment does happen to men and has exactly the same distressing effects. Remember it is the perception of the person receiving the harassment that counts not what you might think. Think before you act.

What is Racial Harassment?

Racial harassment is unlawful under the Race Relations Act.

It is behaviour, which discriminates on grounds of colour, race, nationality, ethnic or national origins or religion.

Examples of racial harassment include:

- Name calling, racist abuse and jokes
- Patronising remarks
- Display of racially offensive written materials, images and graffiti
- Non selection for promotion/post because of colour, creed, religion or ethnic background
- Threatened assault or physical attack

4. BULLYING

Workplace bullying is a separate issue from sexual or racial harassment. Bullying can be regarded as a person or persons who use their position or power to coerce others by fear, persecution or by force or threat.

Bullying is a gradual wearing down process that makes individuals feel degraded and inadequate, that they can never get anything right and that they are hopeless not only within their work environment but also in their domestic life. In many instances bullying can be very difficult to detect, it often takes place where there are no witnesses. It can be subtle, devious and difficult for those on the receiving end to confront the perpetrator.

What Constitutes Bullying within the Workplace?

- Offensive treatment through vindictive, cruel, malicious or humiliating attempts to undermine an individual or groups
- Persistently negative attacks on personal and professional performance which are typically unpredictable, irrational and often unseen

This abuse of power or position can cause chronic stress and anxiety to the extent that an individual gradually loses belief in themselves, suffering physical ill health and mental distress.

Forms of Bullying

- Persistent criticism
- Setting objectives with impossible deadlines or unachievable tasks in the given time
- Ignoring or excluding an individual by talking only to a third party to isolate another. Freezing people out
- Withholding information
- Removing areas of responsibility and giving people menial or trivial tasks to do instead
- Constantly undervaluing effort
- Spreading malicious rumors
- Blocking leave or training applications for no reason
- Taking credit for other people's ideas

Identifying a Bully

A bully within the work environment is a person who:-

- Is likely to have Jekyll and Hyde characteristics
- Insists their method or working is always right
- Tells people what requires to be done, then keeps changing the instructions, perhaps in the hope people will make mistakes
- Shouts at people in order to get things done
- Persistently picks on, criticizes and humiliates people in front of others
- Gives people tasks that he/she know they are incapable of achieving
- Blames everyone but themselves when things go wrong

Ensuring Equal Opportunities in the Workplace

- Treat colleagues the way you want to be treated
- Remember that working as a team depends on trust. Build it through open, honest communication
- Speak up! People may be unaware of their offensive behavior.

5. NOTES FOR EMPLOYERS:

- Ensure that you have and review an Equal Opportunity Policy
- Ensure that all staff are made aware of this policy
- Ensure you have systems to ensure that any complaints issues regarding Equal Opportunities can be dealt with effectively
- When advertising for jobs (new trainees and new employees), the advert should be correct regarding Equal Opportunities. For example, include the following statement

FOR LEARNERS

We positively welcome applications from individuals irrespective of racial origin, sex or disability.

FOR NEW/SKILLED EMPLOYEES

We positively welcome applications from suitably qualified individuals irrespective of racial origin, sex or disability.

6. NOTES FOR LEARNERS:

If you are subject to any Harassment etc, please write down the details and pass the information to your trainer/assessor.

Should you wish to discuss in confidence please contact:

Elaine or Tracy – 0800 773 4230

7. DISABILITY STATEMENT

What is this statement for?

Didac have prepared this statement to help you as the learner decide if we as your provider can give the right sort of support to help you receive the correct training for you to succeed on your chosen learning programme.

The wood industry is a dangerous and complex one, but this should not deter you from being successful. We welcome learners with disabilities and this statement shows how we can help.

Who should I contact to talk about what I need?

If during your programme you feel that you have some special requirements that have not been identified, please contact your trainer/assessor in the first instance who will then discuss your needs with Jon Gibson, Managing Director – Didac Limited. Potential new learners who feel they have any special requirements and want further information should contact Jon Gibson to ensure that Didac programmes of learning can meet their needs.

You can contact Jon on 0800 773 4230 or Mobile 07798 606 880.

Email: jon.gibson@didac.co.uk

Jon will then arrange a meeting with you to discuss your requirements in detail.

What do I have to do to join a training programme?

After your application to Didac Limited and/or your chosen company, you will then receive an initial assessment/interview. It is during this process, we will identify your learning programme. We would ideally like to be informed at this stage of any disabilities/special requirements you have so that we may provide the help and support needed to enable you to successfully complete your training.

What sort of support can I expect?

a) Staff

We have staff who can help you with:

- Literacy and numeracy;
- Dyslexia;
- Basic learning difficulties;

Through local provision in your area, we can arrange access to help with the following:

- Challenging behaviour;
- Visual impairment (depending upon final chosen craft);
- Hearing impairment;
- Physical disability (depending upon final chosen craft)

b) Technology and Equipment

Each trainer has access to laptops to all learners. They can be used for word processing, spreadsheets, databases and CAD/CAM.

This equipment can be made available during normal training sessions. Arrangements can be made with your employer to use a computer outside of normal training sessions.

Should you wish to borrow a Dictaphone, camera, video camera to assist in gaining evidence for you qualification, please arrange this through your trainer/assessor.

c) What other support is there?

To ensure that your health, safety and welfare is maintained within your employers premises, we would like you to inform Didac and your employer of any special medical requirements you may. This will be treated in confidence. The appropriate action if needed will then be taken.

Can I get help with test and assessments?

We need to know what your requirements are as soon as possible. Examination boards, eg City & Guilds have facilities in place to help learners. Such help could include:

- Extra time for test
- A person to read/write for you
- A room on your own

What can I do if I am not happy with my learning programme?

If you are unhappy with any aspect of your programme, as outlined in your Learner Handbook, you need to inform us immediately. In the first instance, this could be your trainer/assessor or it may be more appropriate to contact Elaine or Tracy on 0800 773 4230

We have a complaints policy and procedure and further information can be given upon request.

How accessible is your employers building?

Your employer will have been assessed by Didac staff to ensure that the building meets current requirements, including the requirements of the Disability Discrimination Act. However, should you have any further requirements, please tell your trainer/assessor.

If you have to visit Didac Limited for training, the building has all necessary access facilities, adapted toilets. The office is situated on the ground floor. There are no parking facilities as all parking is on the road. However, should you feel you require a dedicated parking space due to any special requirements, please contact Jon Gibson a week before your visit to make arrangements.

8. FOR MORE ADVICE:

Contact any of the following

- Equal Opportunities Commission
- Commission for Racial Equality
- Disability Rights Commission

