



Your Workforce Reimagined



Apprenticeship Equality and Diversity Policy

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Introduction

Discovery is committed to meeting all statutory requirements and adopting best practice in every aspect of its work. This document describes how Discovery fulfils its responsibilities for equality and diversity in apprenticeships, including the requirement to instill fundamental British values in apprenticeships.

Section 2 provides brief definitions of the following: 'protected characteristics' under the Equality Act 2010; discrimination; harassment and bullying; and fundamental British values.

Section 3 describes how equality and diversity are implemented in apprenticeships. Discovery ensures that all its employer partners have an equality and diversity policy which applies to the organisation. Discovery is responsible, with the employer, for implementing the policy in apprenticeships. In doing so, it reflects Ofsted's guidance on equality. Employers may have other policies, in addition to their equality and diversity policies, which are associated with equality and diversity. This section describes how Discovery is responsible for implementing these policies in apprenticeships.

Definitions

Protected Characteristics

The Equality Act 2010 provides a single legal framework to tackle disadvantage and discrimination. The Act defines certain characteristics for which the law provides protection. They are known as 'protected characteristics'. They are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The Act confers a general duty on organisations to eliminate discrimination, advance equality of opportunity and foster good relations.

Discrimination

There are four main types of discrimination:

- Direct discrimination – this occurs when someone is treated less favourably than another person because of a protected characteristic
- Associative discrimination – this is discrimination against a person because they have an association with someone with a particular protected characteristic
- Perceptive discrimination – this is discrimination against a person because the discriminator thinks the person possesses a protected characteristic, even if they do not in fact do so
- Indirect discrimination – this occurs where a policy, rule or procedure at work applies to everyone but has a disproportionate impact on people with a protected characteristic

Harassment

Harassment is defined as: 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. It applies to all the protected characteristics except for pregnancy and maternity, and marriage and civil partnership. An employee can complain of behaviour they find offensive even if it is not directed at them.

Sexual harassment is defined as 'conduct of a sexual nature, or other conduct based upon sex, which is offensive to the person to whom it is directed'. A wide range of behaviour can be construed as harassment, including:

- unwanted physical contact
- suggestions of or demands for sexual favours
- physical assault
- display of offensive or pornographic materials
- embarrassing or lewd remarks or comments about dress, appearance, lifestyle or other personal matters
- ridicule related to a person's gender
- inappropriate terms of endearment
- 'jokes' which relate to any of the above examples.

Bullying

Bullying is defined as: 'the unwanted behaviour, one to another, which is based upon the unwarranted use of authority or power'.

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act, or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

Fundamental British values

The fundamental British values are:

- Democracy
- the rule of law
- individual liberty and mutual respect
- tolerance of those with different backgrounds, faiths and beliefs

Implementing equality and diversity in apprenticeships

Table 1 (below) describes how Discovery implements equality and diversity in apprenticeships. This table also describes how Discovery promotes fundamental British values to staff, subcontractors and participants on apprenticeships. Other employer policies, in addition to their equality and diversity policy, may relate to equality and diversity. They are listed in Table 2. Table 3 describes how Discovery implements relevant aspects of these other policies, in order to fulfil its responsibilities for equality and diversity in apprenticeships.

Table 1 – Implementing equality and diversity

Discovery Policy	Implementation in Apprenticeships
Valuing all people equally	<ul style="list-style-type: none">• Discovery eliminates discrimination and promotes equality of opportunity when implementing all the procedures used in apprenticeships.
Recruitment to Discovery's apprenticeship teams	<ul style="list-style-type: none">• All recruitment advertisements for Discovery's apprenticeship team include a statement of commitment to equality and diversity.• Job applicant details are monitored to ensure compliance with legislation and to identify any areas of under-representation.• Discovery and employers seek to ensure, as far as is reasonably possible, that Discovery's apprenticeship team reflect the communities within which they operate.• Flexible working patterns and job sharing are considered when filling vacancies.

<p>Employment in apprenticeship team</p>	<ul style="list-style-type: none"> • All decisions about employment in Discovery's apprenticeship team are based on objective, job related criteria, and comply with equality and diversity legislation. • Existing and potential employees receive full and fair consideration in all employment decisions. • Flexible working patterns and job sharing are considered when staff request them.
<p>Employees in Discovery's apprenticeship teams</p>	<ul style="list-style-type: none"> • Employees in Discovery's apprenticeship team are regularly consulted with on matters relating to equality and diversity. • All employees in Discovery's apprenticeship team have an individual responsibility for ensuring equality of opportunity by: <ul style="list-style-type: none"> • respecting the right to work in an environment free from prejudice and discrimination • exhibiting the correct behaviours • challenging colleagues who fall short of these expectations • All employees in Discovery's apprenticeship team adopt language and behaviour in the workplace that ensure the dignity of everyone involved in apprenticeships. • Appropriate action, which may include disciplinary action, is taken where employees in Discovery's apprenticeship teams act in a discriminatory manner. • All employees in Discovery's apprenticeship team are given appropriate support and guidance to maximise their potential and progress their careers. • Managers in Discovery's apprenticeship team complete equality and diversity training as part of their management competency programmes.
<p>Barriers</p>	<ul style="list-style-type: none"> • Barriers to potential/existing employees with disabilities are identified in premises used for apprenticeships. • Action is taken to remove such barriers, including reasonable adjustments to allow access.
<p>Standards</p>	<ul style="list-style-type: none"> • The heads of Discovery's apprenticeship team monitor the effectiveness of equality and diversity, in respect of: <ul style="list-style-type: none"> • recruitment and selection • training and development • promotion • remuneration and benefits • performance/disciplinary issues

Fundamental British values	<ul style="list-style-type: none"> Fundamental British values are at the heart of apprenticeships. <ul style="list-style-type: none"> These values are actively promoted throughout apprenticeships
Curriculum	<ul style="list-style-type: none"> Equality, diversity and inclusion are embedded in apprenticeships delivery as a standard feature of training workshops and learning activities. Relevant resources are available to apprentices, to provide further information and insight including ways of promoting equality, diversity and inclusion in their working lives.

Table 2 – Other employer policies linked to equality and diversity

Other areas	Employer's Policies
Harassment and bullying	<ul style="list-style-type: none"> Harassment and bullying policy Sexual harassment policy
Grievance	<ul style="list-style-type: none"> Grievance procedure

Table 3 – Implementing other policies linked to equality and diversity

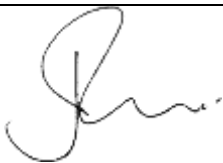
Discovery identifies the relevant policies in each employer partner. Discovery's apprenticeship team make sure that all participants are aware of and understand these policies. They also create opportunities during the apprenticeship for reinforcement and further learning related to the policies.

The table below describes how specific aspects of the policies which are especially relevant to equality and diversity in apprenticeships may be implemented, both at induction and throughout the duration of the apprenticeship.

Policy	Implementation in Apprenticeships
Harassment and bullying	<ul style="list-style-type: none"> • Discovery's apprenticeship team seek to create a culture in which all people have the right to be treated with dignity and respect. • Managers, staff and delivery subcontractors receive training to enable them to identify the factors which contribute to an environment free of harassment or bullying. • All employees in Discovery's apprenticeship team act with fairness and equity, ensuring that their behaviour cannot be construed as harassment or bullying. • If an employee is unsettled, worried or unhappy about the actions of another employee at work they may directly request the behaviour to stop, with the assistance of a colleague if preferred. • They may also submit a complaint in writing to the head of the apprenticeship team, which triggers a formal procedure.
Sexual harassment	<ul style="list-style-type: none"> • Everyone involved in apprenticeships understands that sexual harassment: <ul style="list-style-type: none"> • undermines equality of opportunity • creates an intimidating, stressful atmosphere at work • jeopardises the victim's health and safety • makes it difficult for people to give of their best • Any instance of sexual harassment in Discovery's apprenticeship team is treated under the relevant disciplinary procedure. • Allegations of sexual harassment are dealt with seriously and confidentially. • Employees in Discovery's apprenticeship team may seek to have a sexual harassment complaint resolved informally or formally, following normal procedures. • Immediate action is taken in respect of sexual harassment by subcontractors.

Grievance	<ul style="list-style-type: none">• Employees in Discovery's apprenticeship team with a grievance about their employment obtain a resolution as quickly, as fairly and as near to the point of origin as possible.• The relevant procedures are followed in respect of all grievances, whether raised informally or formally.• The procedure can be equally applied to a group of employees in Discovery's apprenticeship team who share a grievance.
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Version	Description	
1.0	Date Live:	2 nd December 2019
	Version Notes:	Updated policy content, branding & design of document.
	Reviewed by:	Raj Babber – 28 th November 2019
	Approved by:	Jonathan Evans – 29 th November 2019
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	Version Notes:	Update to document control policy, which has been reflected throughout.
	Reviewed by:	Raj Babber – 15 th February 2021
	Approved by:	Jonathan Evans – 15 th February 2021
3.0	Date Live:	15 th February 2022
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	Signed by:	

This policy is reviewed annually. The next scheduled date to review this policy is: 15th February 2023.