

Equality and Diversity Policy

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Policy Statement

This policy demonstrates how The MOT Club celebrates and values the diversity of its learners and employees and is committed to equality of opportunity for all. This policy intends to provide general guidance and advice to team members, learners, managers and employers.

We want to ensure that people with diverse characteristics and backgrounds consider The MOT Club to be a learning provider and employer of choice. We want everyone that works or learns with The MOT Club to reach their full potential; in an environment which is respectful and that accepts individual difference.

The MOT Club endeavours to ensure, through its policies, procedures and actions that all centres and learners are treated fairly and according to their individual needs.

The MOT Club will consider applications from all candidates and will not discriminate against gender, age, ethnic origin, religious beliefs, employment status, nationality, sexual orientation, marital status, disability or social background and family responsibilities.

The MOT Club will judge a candidate's application on their requisite qualifications and experience as set out by ABC Awards.

The MOT Club aims to ensure that:

- Through the development of its courses and application are non-discriminatory and cater for the widest diversity of learners.
- The style and language of its documentation do not reflect stereotyped or biased attitudes or support discrimination against any group including those referred to above.
- Its trainers, moderators and examiners apply non-discriminatory practice.
- The MOT Club has effective learner complaints, enquiries and appeals procedures.

The MOT Club will apply its policy:

- Through monitoring course content, assessment criteria, rules of combination and assessment materials.
- In the selection and actions of all those working for or on behalf of The MOT Club
- In the verification and evaluation of assessment.
- by offering special arrangements to learners, who as a result of disability may not be able to fully demonstrate their abilities in prescribed assessment situations, provided that this does not unreasonably affect the standards and outcome of the assessment
- By regularly consulting staff and learners regarding any specific needs of learners;
- By monitoring all complaints, enquiries and appeals that may suggest discriminatory practice.

This policy should be viewed in the context of the Equality Act 2010 and the extent of protection it provides.

Scope and Limitations

This is an overarching policy on equality and diversity that applies across all areas of the company, including employment, teaching and learning, procurement and marketing and admissions. This policy should not be read in isolation but cross referenced with all associated policies, procedures and practices.

The MOT Club will operate within the legislative framework of the Equality Act 2010. This policy applies to all team members, temporary staff from employment agencies, contractors, visitors, employers and learners. The procedures set out in this policy are intended for implementation across all company sites. The MOT Club views discrimination against any learner or team member on any grounds as a serious disciplinary offence.

The MOT Club will not tolerate any forms of discrimination based upon:

- Direct discrimination
- Indirect discrimination
- Associative discrimination
- Perceptive discrimination
- Harassment
- Victimisation
- Third party harassment

The MOT Club will not tolerate any form of discrimination, bullying or harassment on the grounds of:

- Age, disability, gender; gender reassignment, maternity and pregnancy, race, religion or belief, sexual orientation, marital or civil partnership or socio-economic status.

Breaches of this policy will be regarded as misconduct and will therefore be subject to the Disciplinary policies as per the company handbook.

Responsibilities

This policy applies to all team members, including agency staff, learners, employers, work placement providers, visitors, and contractors working on campus and sub-contractors.

Senior Management

They are responsible for ensuring that team members and learners are familiar with their roles and responsibilities and the content of this policy. It is committed to providing support and equality and diversity training to promote a positive and inclusive culture for learning and for work. The Managing Director is responsible for monitoring the profile of the learner and team member profiles by age, gender, race and disability.

Are responsible for ensuring that the recruitment and selection policy does not discriminate in any way and that job advertisements are fully inclusive. This will include advertising through recognised minority group's publications. The MOT Club will ensure that recruitment and selection procedures are open, consistently applied and free from bias, stereotyping and discrimination. Additionally, the MOT Club will endeavour to ensure that reasonable adjustments are made to arrangements and premises to ensure both current and potential team members with a disability have equality of access.

Team Members and Learners

All team members and learners are responsible for ensuring the implementation of this policy, and for their own conduct. All team members should challenge discriminatory behaviour by learners, placement providers, outside contractors and other team members. It is the duty of all team members and learners to avoid unfair discriminatory practices.

The MOT Club is committed to the general health and wellbeing of its learners and team members, and encourages them to develop positive relationships, to respect others and to celebrate diversity. Bullying or discrimination or any other form of discriminatory behaviour will not be tolerated. Safeguarding procedures are in place to ensure that learners have a safe and secure environment.

The MOT Club will seek to provide a supportive environment for those who make claims of discrimination or harassment according to the company policies.

Implementation Arrangements

New team members are made aware of the policy and procedure during the formal company induction process. Updated and amended procedures are disseminated and reinforced in training sessions and team meetings. Team members have access to this policy on request via email. A copy of this policy will be available to all learners on request.

Quality Assurance

This policy is reviewed annually to ensure it continues to meet the needs of The MOT Club customers, the Regulators and current legislation.