

Equal Opportunities Policy

Purpose and scope

The purpose of this Equal Opportunities Policy is to communicate our commitment to equality of opportunity in training, with the aims of ensuring that all delegates are treated fairly and equally and supporting the Company's objective of providing a working environment that is free from all forms of discrimination.

The policy applies to all staff within the Company and including delegates. Everyone is expected to put this policy into practice.

A copy of this policy is available upon request and on our website and will be made available to any delegate up on request.

Any questions about the policy should be directed to Mr Gruncell

The policy is reviewed annually and may be amended at any time.

Policy statement

The Company is fully committed to providing equality in the workplace / training area and all opportunities for, and during training, will be afforded to individuals fairly and irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation ("the protected characteristics"). We aim to create a training environment that is free from discrimination and harassment in any form, in which all delegates are treated with dignity and respect.

The Company will not unlawfully discriminate in the arrangements we make for training. All decisions will be made fairly and objectively. We aim, as far as reasonably practicable, to ensure that all our working practices are applied fairly and consistently and, where necessary, we will take reasonable steps to avoid or overcome any particular disadvantage these may cause and to promote equality.

Specific Responsibilities

The Company has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant Codes of Practice.

Everyone has a responsibility not to discriminate or harass other delegate or staff and to report any such behaviour of which they become aware to their trainer.

Forms of discrimination

The following are forms of discrimination that this policy aims to avoid:

Direct Discrimination occurs when a person is treated less favourably because of a protected characteristic that they either have or are thought to have. Direct discrimination

can also occur by way of association, which is when a person is treated less favourably because, for example, their spouse or partner or other relative has the protected characteristic.

Indirect Discrimination occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a particular protected characteristic. A person with the protected characteristic who is disadvantaged in that way has the right to complain.

To be justified the provision, criterion, or practice must be necessary for legitimate business reasons in circumstances where less discriminatory alternatives are not reasonably available.

Victimisation occurs where someone is treated unfavourably because he/she has raised a complaint under this policy or taken legal action, in relation to any alleged act of unlawful discrimination, against the Company or because he/she has supported someone else in doing this.

Harassment is unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can take many different forms and may involve inappropriate actions, behaviour, comments, emails or physical contact that causes offence or are objectionable.

Harassment may involve a single incident or persistent behaviour that extends over a period of time and can occur even if someone did not mean to cause offence. It also means that a person can be subjected to harassment by behaviour that is not aimed at them directly but which they nonetheless find unpleasant.

Harassment is always unacceptable and where it relates to a protected characteristic it will amount to an unlawful act of discrimination.

Discrimination arising from Disability - In addition to the above, it is unlawful to treat a person unfavourably because of something that is the result, effect or outcome of their disability, unless the treatment is necessary and can be objectively justified. Furthermore, employers have a duty to make reasonable adjustments to ensure that disabled applicants, employees or other workers are not substantially disadvantaged.

Terms and conditions

Our terms and conditions of service will be applied fairly and benefits and facilities will be made available to all staff who should have access to them, as appropriate.

Working environment

All individuals have a right to be treated with dignity and respect and the Company takes reasonable steps to protect staff from discrimination, bullying or harassment and, in the event of a complaint, we will take appropriate action to prevent, as far as possible, a further

occurrence. Everyone is encouraged to report any incidents of inappropriate or unacceptable behaviour that occurs during the course of training.

Equal Opportunities

Monitoring Inspiration Training will monitor the effectiveness of this policy to ensure it is achieving its objectives. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

Raising a complaint of discrimination

If you believe you have been discriminated against, you should raise the matter in with your trainer. The Company will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination and will take appropriate action, disciplinary or otherwise, where necessary.

Exceptions to this policy

Language: Due to the nature of the training offered all delegates should have a good command of the English language as documents such as risk assessments, safe systems of work and question papers are written in English

Weight: For Confined Spaces training delegates should be no more than 136kg / 21.4 stone.

- a. This is due to the maximum work load of the equipment which is 136kg
- b. The actual size of the modern manhole cover which is 600mm X 600mm. Note older manhole covers are even smaller.

Fitness: Delegates need to be physically fit to attend a confined spaces course as this involves strenuous activity and they will be required to sign a self-declaration that they are fit to attend the course

Note: This means the above are all safety requirements and not an act of discrimination.

Peter Gruncell

Inspiration Training

Signature: *Pete Gruncell*

Dated: 1 April 2020