

Equality and diversity (E&D) Policy

ABA Procurement wishes to advance a sense of pride in our diverse community through “celebrating diversity and upholding our core values”.

ABA is committed to challenging discrimination, both face-to-face and online for both groups who share a protected characteristic (race, age, sexual orientation, pregnancy and maternity, marriage or civil partnership, sex, disability, gender reassignment, religion or belief) and those who do not. This is our equality and diversity objective for the whole of ABA Procurement.

Contact

The equality and diversity coordinator is Lu Hales-Greer.
To contact Lu please email lu@aba-procurement.com, or on 01603 251754.

Policy Statement

ABA Procurement is committed to providing equal opportunities in employment and study. We are opposed to all forms of discrimination in line with the Equality Act 2010, whether direct, perceived, indirect or by association. We seek to ensure that no individual or group, because of their protected characteristic, faces discrimination, harassment or victimisation. Protected characteristics refer to: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It is also unlawful for employers to ask health-related questions prior to a job offer, unless the questions are specifically related to an intrinsic function of the work. ABA abides by the current equality legislation and ensures that all subsequent legislative changes are fully utilised to update this policy accordingly to ensure that its practices are lawful. Compliance with this policy also ensures that no member of ABA commits unlawful acts of discrimination.

Lu Hales-Greer



Policy Reviewed Annually
Next Review 11/2024

Version 5 – 10/2023

Scope of the policy

The policy is applicable to all students, staff, contractors, employers, applicants and other visitors or users of ABA facilities.

ABA complies with the following legislation:

- Equality Act 2010
- Employment Rights Act 1996
- Human Rights Act 1998
- Data Protection Act 2018
- Health and Safety at Work Act 1974
- Protection from Harassment Act 1997
- Crime and Disorder Act 1998

E&D and our core values

Promoting, celebrating and valuing diversity and ensuring equality are at the heart of our core values, and will benefit us in all aspects of performance. These encompass the British values of mutual respect for and tolerance of those with different faiths and beliefs and for those without faith, the rule of law, individual liberty and democracy.

Respect

ABA will undertake to ensure all individuals and groups are treated fairly, courteously and with respect. Beliefs, values and religious views will be respected and tolerance encouraged where individuals or groups may have differences. ABA promotes and raises awareness of respect for the rule of law and for the environment.

Excellence and high aspirations

ABA will ensure that all members of the community are encouraged, supported and have equal opportunity to achieve their full potential. Pride will be taken in all achievements, and celebrated where appropriate.

Support

All members of the ABA community will be given equal access to support in their work or studies and help to succeed. We will make all reasonable adjustments to ensure individuals are given assistance and help where appropriate. We will support our members to develop their self-knowledge, self-esteem and self-confidence.

Inclusion

Lu Hales-Greer



Policy Reviewed Annually
Next Review 11/2024

Version 5 – 10/2023

Diversity is not only valued by ABA, but also celebrated and promoted. ABA will seek to ensure that individuals understand differences in others and that activities and opportunities are adjusted where appropriate to ensure equality of access for all groups. In the spirit of democracy, ABA works in harmony with and seeks opinions from its stakeholders and, where appropriate, acts on that feedback.

Global citizenship

ABA celebrates and promotes understanding of international differences and individual liberty to choose and to hold other faiths and beliefs (except where they are in conflict with our core values), encouraging all members of the ABA community to develop a better appreciation, tolerance and respect for global issues.

Enthusiasm

ABA is a passionate place to work and learn, and will seek to nurture a positive attitude amongst all of the ABA community towards diversity, celebrating and exploring differences and valuing all individuals.

Integrity

All inappropriate behaviour and actions against the spirit of this policy will be challenged and not tolerated. Members of the ABA community are expected to act with integrity at all times in recognising and respecting individuals' differences.

E&D in employment

ABA will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Job descriptions and person specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions other than in exceptional circumstances.

ABA will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering 'flexible working' requests permitted by law and any other request for a variation to standard working practices. ABA will comply with its

obligations in relation to statutory requests for flexible working and will decline such requests only in accordance with the statutory procedure. ABA will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

As a minimum, ABA will monitor the ethnic, gender and age composition of the existing workforce, student population and of applicants for jobs, and the number of people with disabilities within these groups. ABA will consider and take any appropriate action to address any issues that may be identified as a result of the monitoring process.

ABA will not discriminate in the selection of employees for recruitment or promotion, but may use appropriate lawful methods, including lawful positive action, to address identified under-representation of any group in particular types and levels of job.

Implementation and training

We train all staff on equality and diversity upon induction to ABA Procurement and update all staff on an annual basis.

We obtain commitments from others engaging with us, such as contractors and agencies, that they will comply with the Equality Act 2010.

The policy is available to all staff and apprentices in the Google Classroom. We require all staff to sign, upon induction, that they have read, understood and will engage and promote the policy. Apprentices will sign an enrolment form, upon induction, that they have read and understood the policy.

Working with Employers

All employers are expected to operate an equal opportunities policy in line with our policy. They should comply with its framework of legislation.

Apprentice employers will be monitored through apprentice feedback and progress monitoring. ABA offer advice where appropriate to any employer on equal opportunities legislation and implementation.

Records and monitoring

ABA collects and analyses appropriate equality and diversity data. This includes student attendance, retention, progress and progression rates for different diversity groups. This will be supplemented with regular analysis of staffing data such as recruitment, disciplinary or capability proceedings, grievances or staff complaints, requests for flexible working, promotion for staff using a suitable range of diversity characteristics.

Lu Hales-Greer

Policy Reviewed Annually

Version 5 – 10/2023

Next Review 11/2024



Where possible, ABA will benchmark by comparing its performance against similar organisations.

ABA will also ensure that staff are aware that inclusion must always be considered when organising events. Where necessary amendments to the organisation of the event will be made in light of this inclusion.

Breaches of the equality and diversity policy

ABA will take very seriously any instances of noncompliance to our equality and diversity policy by staff, students or other members of the community. All instances will be investigated and appropriate disciplinary action taken against the student or staff member.

Employees should report any bullying, harassment, direct or indirect discrimination or victimization to their line manager, apprentice contact, or office contact who will take appropriate action.

Students should report any bullying, harassment, direct or indirect discrimination or victimization to a member of staff in whom they feel they can confide or a member of the Senior Team, who will take appropriate action.

Access to the equality and diversity policy

ABA will seek to ensure that directors, staff, and students are aware of the equality and diversity policy and expectations it conveys.

Our commitment to equality and diversity will be embedded in the ABA website.

The student induction programme will emphasise ABA's commitment to equality and diversity, highlighting the expectations of student behaviour, and the consequences for engaging in inappropriate conduct.

All new staff will be given appropriate equality and diversity staff development as part of their programme of induction, and existing staff will receive staff development updates on equality and diversity issues where appropriate.

Summary of expectations:

Students will be expected to:

- uphold the core values of ABA at all times
- not engage in or accept any bullying, harassment, bullying, harassment, direct or indirect discrimination or victimization.
- respect, recognise and acknowledge varying needs of all members of the community
- be prepared to challenge and report inappropriate behaviour
- act with due consideration and respect towards all members of the community at all times
- treat all staff, fellow students and visitors with courtesy and respect at all times, and without discrimination.

Students can expect from ABA:

- inclusive learning practices, which acknowledge differences in students' learning styles and abilities
- learning materials free from bias, which celebrate diversity and challenge stereotyping
- all instances of bullying, harassment or discrimination to be taken seriously and fully investigated, with appropriate action taken.
- to be treated with respect and courtesy at all times.
- a learning environment where differences are not only respected but are celebrated
- equality of opportunity to participate in college organised events, where appropriate
- reasonable adjustments and support in helping you meet your learning aims

Staff will be expected to:

- uphold our core values at all times
- challenge and report all instances of bullying, harassment, direct or indirect discrimination or victimization in the community.
- lead by example in demonstrating understanding of, and respect for differences in diversity groups
- be courteous, respectful and treat without discrimination all members of the community
- contribute to the development of a learning environment free from discrimination, victimisation and harassment

Staff can expect from ABA:

- all employees to have equal chances of staff development, career development and promotion opportunities
- appropriate induction training and subsequent staff development on equality and diversity issues where appropriate
- inappropriate behaviour from any member of the community to be challenged, with appropriate disciplinary action taken

- to be treated fairly at all times, in an environment which respects individual differences and challenges discrimination
- all staff members to take responsibility for promoting a fair, inclusive and supportive environment, where discriminatory practices are challenged.

Lu Hales-Greer



Policy Reviewed Annually
Next Review 11/2024

Version 5 – 10/2023