



EQUALITY & DIVERSITY POLICY

CJJ Training is an Equal Opportunity employer. As such, it wishes to secure genuine equality of opportunity whether required by legislation or not, in all aspects of recruitment, employment, training, service delivery and relationships between business partners, clients and others.

CJJ Training will take every reasonable and practicable step to ensure that there is no unwarranted discrimination against employees or learners on account of their disability, gender, marital status, age, race, sexual orientation, criminal record, or other criteria.

CJJ Training recognises that primary responsibility at law rests with the employer to ensure that there is no unlawful discrimination and promote equality of opportunity should be understood, supported by and implemented by all employees.

In working with partners, sub-contractors and wider stakeholders, we shall encourage that all parties in our learning community are treated equally and fairly and promote equality and diversity where we have direct and indirect influence.

Objectives

This policy aims to ensure that:

- The company has access to the widest labor market and is able to secure the best employees for its needs.
- No applicant or employee receives less favorable treatment; and, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves.
- No candidate for training receives less favorable treatment during selection.
- The company can achieve an ability-based workforce which is in line with the working population mix in the relevant labor market areas.
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.



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Legal Obligations

CJJ Training recognises that it has a broader duty that is required by legislation, and the company's Equality and Diversity Policy is not limited to the demands of relevant legislation (Equality Act). But for avoidance of doubt, these are the principal sources we have used as the basis for the Policy:

- Equality Act 2010: The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.
- Equality & Diversity Policy V1.0 (Dec 18)
- Sex Discrimination: The Equality Act 2010 makes it unlawful for an employer to discriminate against employees because of their sex, either directly or indirectly.
- Equal Pay: The Equality Act 2010 states that Men and women in full-time or parttime employment have a right to equal pay (Sex Equality) - which in law means 'no less favourable' pay, benefits and terms and conditions in their employment contracts where they are doing equal work.
- Race Relations: The Equality Act 2010 makes it unlawful to discriminate either directly or indirectly due to race - this includes the different elements of colour, nationality, and ethnic or national origin.
- Disability: The Equality Act 2010 makes it unlawful to discriminate on grounds of disability, by treating disabled employees less favourably for a reason related to their disability without justification. If a workplace feature or practice puts an employee with a disability at a disadvantage, an employer should look to see what 'reasonable adjustments' it can make and meet with them to discuss what can be done to help them. For example, this could be as simple as supplying a special chair or power-assisted piece of equipment. Reasonable adjustments might also include changing some of the employee's duties, but an employer does not have to change functions essential to the role.
- We follow the definition included in the Equality Act 2010: a person is disabled if they have a physical or mental impairment which has a substantially adverse and long-term effect on their ability to carry out normal day-to-day activities.
- Nine Protected Characteristics: There are nine specific areas (or protected characteristics) covered by equality and diversity guidelines and legislation. This Policy covers all nine including discrimination against: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex; sexual orientation.



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Awareness

CJJ Training will bring to the attention of all employees the provisions of the Policy and will provide any training necessary to ensure the effective implementation of the Policy operates in practice.

All employees and management of CJJ Training will undertake training in Equality and Diversity Awareness as soon as possible after they join the company, and will receive refresher awareness training as part of Continuous Professional Development.

All employees and agents of CJJ Training will be provided with a copy of the company's Equality and Diversity Policy.

Recruitment

CJJ Training will ensure that job descriptions reflect the Equal Opportunity Policy.

Advertisements and other recruitment materials will state that the company is an equal opportunities employer.

Recruitment procedures will be constantly reviewed to ensure that they do not discriminate. In particular, CJJ Training will ensure that there is no unwarranted discrimination against anyone:

- In the job specification.
- In the design and completion of application forms.
- In the selection process (including interview timing and location).
- In the assessment technique.
- In the terms of employment offered.

A copy of this Equality and Diversity Policy statement will be available to all job applicants and will be provided to all successful candidates for jobs at CJJ Training.

Training & Career Development

Specific steps will be taken to ensure that all employees have the same opportunity to develop their full potential within the organisation. The company recognises that this may in some cases require positive action.



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Working Practices

Subject to due regard for the company's operational practices, the company will ensure that there is no discrimination against anyone appointed to a job:

Staff will be informed of company approaches to good working practices and relationships and be informed of all policies supporting equality and diversity.

CJJ Training will take whatever steps are necessary to enforce the policy, including appropriate disciplinary mechanisms when necessary.

Any employee or trainee who considers that they are suffering from unequal treatment on any grounds should contact info@cjjtraining.co.uk as soon as reasonably practicable.

Learners

CJJ Training will endeavor to ensure that no prospective learner is discriminated against. CJJ Training will ensure that all employers are aware of the relevant legislation relating to workplace discrimination; and that employers appreciate the availability of equal opportunities initiatives.

If a learner considers that they are suffering from unequal treatment on any grounds should contact info@cjjtraining.co.uk as soon as reasonably practicable.

Monitoring

In order to ensure the effective operation of the Equality and Diversity Policy and in accordance to GDPR legislation (and for no other purpose), the company will seek information from all applicants for employment and from trainee candidates. This information will be gathered for statistical purposes only, it will be treated as confidential, and where possible it will be provided voluntarily by individuals categorising themselves rather than by others categorising them. All this will be explained at the time when monitoring information is being sought.

This Policy will be reviewed not less than once per annum by Jenna Whitehead and Chris Whitehead.

Where necessary, learners and/or employees will be able to check/correct their own record of these details.

Otherwise, access to this information will be strictly restricted.



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Responsibilities

Jenna Whitehead and Chris Whitehead are responsible for overseeing the implementation of the Equality and Diversity policy and procedure, reviewing the policy on an annual basis and amending it as required and securing compliance with the Policy.

They are also responsible for:

- Monitoring relevant legislation and publicising new information to staff and others.
- Ensuring that staff are trained in the application of equal opportunities and diversity law and policies.
- Preparing and delivering relevant training to staff and others.
- Reporting on Equality and Diversity related Legislation and training to all teams
- Distributing the Equality and Diversity Policy to any employers who request it.
- Collecting and collating data on referrals in respect of Equality and Diversity issues (gender, disability, ethnic origin)
- Attending relevant external courses and seminars in support of this role.

All staff are responsible for ensuring that this Policy is embedded in their duties and functions. This includes attending relevant training courses and ensuring that the operation of their duties conforms to and promotes the Policy. All staff will champion Equality and Diversity opportunities as a matter of course.

Staff involved with learners will additionally verify their candidates' awareness of Equality and Diversity opportunities, discuss instances of possible discrimination with candidates, and if necessary to take appropriate action to help remedy the problem.

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For more information about our company, services, and policies, please contact us at info@cjjtraining.co.uk



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