



Equal Opportunities Policy

Updated May 2010

General statement

Outspoken Training aims to encourage, value and manage diversity and is committed to providing equality to all. We aim to employ a workforce that is representative of the community from which it is drawn.

Any trainee, riding any type of cycle, should be able to undertake the course provided they and their cycle meet the safety requirements of the course. The same assessment standard must be applied equally to all trainees.

This means that no member of staff, trainee or participant will be treated less favourably on the following protected grounds:

- age
- disability
- sex or gender
- race or religion
- sexual orientation
- nationality
- social background
- or by any other condition that cannot be shown to be justifiable.

Outspoken Training welcomes staff, trainees or participants from all communities and will protect them from abuse or harassment.

This equal opportunity policy covers the workforce and those who participate in the training delivered by Outspoken Training.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Recruitment, retention and progression

Outspoken Training is committed to recruiting, retaining and progressing a diverse workforce by:

- Attracting applicants from all sections of the community.
- Advertising with a variety of publications or agencies to attract under represented groups.
- Ensuring that job definitions and person specifications clearly relate to the duties.
- Using and accepting different formats such as large print, tape, disk or email for the recruitment process.

- Ensuring that any selection assessments or tests will only be used to identify skills required for the position and adjustments will be made where reasonable to accommodate specific needs.
- Supporting all staff to achieve their potential through a programme of continuing professional development.
- Promotion within the organisation is based on merit only and not on the protected grounds listed above.
- Informing staff of equality issues and expected behaviours.
- Dealing effectively with incidents of discrimination.

Discrimination

Outspoken Training recognises that discrimination can take varying forms:

Direct

- Where an individual is treated less favourably than another in the same or similar situation on one of the grounds listed above.

Indirect

- Where a rule or practice is applied to all but has the effect of disadvantaging a particular group of people compared to others outside the group, unless the rule or practice is needed to achieve a legitimate aim and the means of achieving the aim are appropriate and necessary.

Victimisation

- Where an individual has taken steps to enforce their rights (or has helped another to do so) and as a result is treated less favourably than those who have not complained.

Harassment

- Where an individual is subjected to unwanted conduct on a protected ground which has the purpose or effect of violating their dignity or of creating an intimidating, hostile, humiliating or offensive environment.

Equality and diversity

Outspoken Training acknowledges that treating trainees and participants equally does not equate to treating all trainees and participants in the same way, but that their needs can be met in different ways. Outspoken Training values diversity and will seek to enable all trainees or participants to realise their full potential.

Monitoring

Outspoken Training will monitor this policy to gauge its effectiveness. The age, ethnicity and gender of staff and job applicants will be monitored.

Scope & Review

This policy will be available to all staff and to the public on request. It will be reviewed on a yearly basis or more frequently if needs/the law apply.

Responsibility

Upholding the details of this policy will be the responsibility of the Managing Director, Rob King.