



Equal Opportunities Policy for Learners and Employees

Policy

1.1 S&B Automotive Academy is committed to providing equality of opportunity for all its employees and learners and to eliminating unwarranted, inappropriate discrimination. S&B Automotive Academy has adopted as a key organizational value an Equality of Opportunity Policy, which outlines the Company's general position on Equal Opportunities and includes provisions, which cover "protected characteristics". It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the nine "protected characteristics" in the Equality Act 2010. These are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

The Equality Act 2010 makes it unlawful for staff to discriminate directly or indirectly, or harass customers or clients because of the protected characteristics of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of goods and services.

1.2 S&B Automotive Academy acknowledges that the efficiency of the organisation will be improved if it seeks to develop the skills and abilities of all employees/learners. S&B Automotive Academy recognises and accepts its responsibility as an employer and a training provider to promote Equal Opportunities.

1.3 The policy and its provisions cover all staff working for/within the organisation. The over riding principle, on which this policy and supplementary provisions are based, is that jobs should be filled by those best able to do them. Therefore every possible step will be taken to ensure that the decisions including those on recruitment, selection, promotion, training and career development, are based on job related, objective criteria. Through these means, S&B Automotive Academy will ensure the most effective use of its human resources.

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1.4 S&B Automotive Academy reminds employees of their duty to comply with the relevant sections of legislation and their personal liability. All existing and new employees/learners will be given a copy of S&B Automotive Academy Policy on equal Opportunities to enable them to identify their individual rights and responsibilities. The success of the Company's Equal opportunity policy depends upon the co-operation of all employees and their representatives.

1.5 S&B Automotive Academy is determined to ensure that this policy is implemented in conjunction with the development of systems for information recording, training and monitoring. The policy will be regularly reviewed and amended to keep pace with legislation and equal Opportunities Commission, Commission for Racial Equality, Department of Employment Codes of Practice and Audit Commission requirements/advice. Managers are expected to ensure that they and their staff are aware of the policy and its objectives, and to that end on-going training and information. In all aspects of the policy will be provided.

1.6 In order to ensure equality in employment, S&B Automotive Academy has adopted provisions relating to the following:

- Employment and training of people from racial, cultural, ethnic or religious minority groups
- Employment and training of people with disabilities and medical conditions
- Elimination of discrimination in employment and training courses
- Employment and training of people with HIV or AIDS
- Age and employment

2. Code of Practice

To put this policy of equality of opportunity into practice S&B Automotive Academy will, through its employees:

- Monitor the workforce in respect of age, gender, ethnicity, marital status and disabilities
- Provide training, development and guidance for managers and supervisors and others involved in HR and recruitment
- Employ and train a coordinator to review strategies and initiatives regularly and ensure all relevant, up-to-date policies and guidance is made available through moodle to all staff and learners
- Coordinate policies and procedures in partnership with other training providers to maximise opportunities
- Review strategies and initiatives regularly to maintain their effectiveness including introducing lawful positive action programmes and initiatives to train and encourage under-represented groups
- Include EO+D on agendas for team meetings across the Academy including at board level

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3. Rights

Applicants for posts with S&B Automotive Academy as well as existing employees and learners applying for courses have the right not to be directly or indirectly unfairly discriminated against in the short-listing, selection or appointment process, on the grounds of age, colour, dependents, disabilities and/or medical conditions, ethnic or national origins, gender, HIV or AIDS, marital status, nationality (including citizenship), race, religion or creed, sexual orientation, trade union membership/activities and/or political views/affiliations.

Applicants/Learners, who consider they have been unfairly discriminated against on any of the above grounds, can pursue a complaint through S&B Automotive Academy Complaints Procedure.

Employees/learners of S&B Automotive Academy have the right not to be bullied, harassed and/or victimised on the grounds outlined above.

Employees/learners of S&B Automotive Academy also have the right not to be victimised as a result of making a complaint/taking out a grievance on the above grounds.

4. Responsibilities

All employees, irrespective of their job or level within the Company, are personally and individually responsible for ensuring that they act in accordance with the principles of equality of opportunity in employment as outlined in this policy and its provisions. Failure to do so may result in disciplinary action. In particular employees must not:

- Discriminate against colleagues, other employees, job applicants or learners
- Bully or harass them or attempt to induce or attempt to induce other employees to practice unlawful discrimination
- Victimise a colleague, learner or applicant. Victimisation occurs when an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he or she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he or she is suspected of doing so, or being about to do so. The definition is no longer based on less favourable treatment.

Managers at all levels are expected to set an example in non-discriminatory behaviour and to ensure, as far as reasonably practicable, that they and employees act in accordance with this policy.

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5. COMPLAINTS PROCEDURE

If you have a complaint about the recruitment and selection process, or feel that S&B Automotive Academy has acted unfairly in dealing with your application, please put your complaint in writing and address it to:

Chief Executive Officer,
S&B Automotive Academy Limited
Princess Street
Bedminster
BRISTOL
BS3 4AG

S&B AA recognises the importance of legislation and seeks to ensure that equality of opportunity in employment and service provision is available to all. The key legislation that has informed the development of this policy is:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Employment Rights Act 1996
- Maternity and Parental Leave Regulations 1999
- Race Relations Act 1976 (Amendment) Regulations
- Disability Discrimination Act 1995 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equality Act 2010

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