

Equal Opportunities and Disability Policy

The Purpose of Policy

This policy is designed to ensure that all, particularly those with a disability, have equal and equitable opportunities to participate in all aspects of life at Prometheus. The pivotal aim of Prometheus is to develop an ethos that embraces diversity, and a system to conduct its activities in a way that promotes a positive and inclusive culture. Prometheus seeks to foster a culture of positive attitude towards disability by recognising the needs of disabled persons as entitlements; and by promoting a sense of responsibility to meet these entitlements to encourage and facilitate the participation of disabled persons in all activities of Prometheus.

The Equality and Diversity policy sits within Prometheus's safeguarding framework and promotes the principles of Health and Safety, equality and diversity, safeguarding and prevention.

Through developing practice, staff and learner voice, research and dissemination, Prometheus seek to ensure that everyone in its care receives tailored support to meet their individual needs. Prometheus is committed to the values and practises of safeguarding, including those associated with radicalisation and extremism.

The welfare and safety of all learners and staff are paramount. We expect all those involved with Prometheus to share this commitment. This policy has been divided into two sections.

1. Equal opportunities policy
2. Disability policy

Statement

Prometheus wholeheartedly supports the principle of Equal Opportunities and Equal Treatment for its staff, learners and those with disabilities. We are committed to actively promoting Equal Opportunities, and our aim is to create and sustain a diverse and integrated community with a culture of mutual trust, respect and tolerance. We will develop and implement policies to promote fair treatment and equality of access and opportunity. We will actively encourage diversity and innovative and unbiased thinking.

We seek to identify and eradicate any practices which disadvantage individuals or groups that may be based on grounds of religion, ethnicity, nationality or race, gender, sexual orientation, age, learning difficulty, physical disability (whether pre-existing or acquired since recruitment), health status, family circumstances, marital status, socio-economic background or other irrelevant distinctions. We recognise that they may arise from unwitting prejudice, ignorance, thoughtlessness and stereotyping.

We support and will comply with current and future legislation.

General Commitment

- Prometheus is committed to providing a culture and environment in which its learners, staff and those with disability are treated fairly and are not discriminated against without lawful cause, based on race, religion or belief; gender (including gender reassignment); marital/civil partnership status; sex; sexual orientation; disability; age; parental, pregnancy or maternity status; social status ethnic origin; nationality.
- No victimisation and harassment will be tolerated in Prometheus
- Prometheus will comply with current and future anti-discrimination legislation as well as associated codes of practice or guidance issued by the Equality and Human Rights Commission and other relevant bodies. This Policy will be amended as appropriate to meet the requirements of any future legislation, codes of practice or guidance.
- Prometheus will provide facilities and specialised equipment wherever reasonably practicable, to allow for equal access by all staff, learners and applicants to its employment, education and other services.

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Application of Policy

This Policy applies to all staff and learners of Prometheus.

- The principles of non-discrimination apply to the way in which Prometheus treats applicants, visitors, clients, customers, and suppliers. They also apply to former staff members and former learners, where the alleged unlawful discrimination or other behaviour prohibited under this Policy arises out of and is closely connected to the former staff members or former learners' previous relationship with the Prometheus.
- All staff and learners have a duty to act in accordance with this Policy and to always treat each other with dignity.

Responsibilities

- Prometheus its staff and its learners are all responsible for promoting and maintaining equality and diversity across the organisation and in all its activities.
- The Prometheus management has overall responsibility for ensuring that the Prometheus complies with the requirements of anti-discrimination legislation and with the provisions of the Equality Act 2010 and the general duty under the Act. Management, in the exercise of its functions, will have due regard to the need to:
 - eliminates 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.

Management has delegated responsibility to the Director for the implementation and operation of this policy.

The Director shall ensure that the organisation takes all necessary steps to ensure its compliance with the general duty, anti-discrimination legislation generally, and good practice. Such steps will include:

- encouraging persons with disability to participate in activities within the organisation in which participation by such persons is disproportionately low.
- making all staff and learners aware of this policy.
- providing all staff with equal opportunities for training appropriate to their needs and areas of responsibility.
- ensuring that this policy is effectively monitored.
- ensuring that all individuals and companies who act on the Prometheus's behalf (including Agents and contractors) are informed of this Policy and enjoined to comply with it when conducting business on the Prometheus's behalf.
- providing staff and learners with an appropriate forum in which to discuss and address diversity and equal opportunity issues.
- endeavouring to reflect its commitment to equality and diversity in its marketing and communication activities.
- ensuring that its practices, policies and procedures do not amount to discrimination, harassment or victimisation.
- Ensuring that key staff members namely, Assessor, IQA, Admin and support staff and Operation Manager are aware of all staff and learners with special needs and disabilities.

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Staff and Learners

Staff and learners are expected to support this policy and to ensure that their behaviour and/or actions do not contravene its provisions.

Staff and learners are expected to ensure that the written and spoken language they use (including the language used in teaching & learning materials), does not cause unreasonable offence to others. Inappropriate terms or references relating to race, sex, gender, disability, age, sexual orientation, religion or any other protected characteristics should not be used.

For the avoidance of doubt, behaviour/acts that amount to bullying, harassment, discrimination or victimisation of individuals will not be tolerated.

Behaviour or actions that are contrary to the provisions of this policy are grounds for discipline in accordance with staff or learner regulations and may lead to dismissal or expulsion from the training. Any allegations will be taken seriously and dealt with as appropriate under the relevant procedures for complaints or grievances.

The Management

Prometheus management is charged with the responsibility of developing the Prometheus Strategy in relation to diversity and equal opportunities and disability matters ensuring that appropriate policies and procedures are in place with respect to the Prometheus's obligations under disability and equality legislation; monitoring the implementation and effectiveness of this Policy and its related procedures, and to recommending changes where appropriate, particularly in respect of staff recruitment, development, management and promotion; learners recruitment, admissions and retention and the pattern of teaching and learning, and assessment and achievement.

Prometheus as an Employer

Prometheus aims to ensure that all applicants and all members of its staff are treated equally and fairly and do not suffer discrimination.

Recruitment and selection

Prometheus recognises the benefits of a diverse workforce and will take steps to ensure that its employment practices are lawful and in keeping with best practice; that employment opportunities are open and accessible to all based on their individual qualities and personal merit; selection criteria and processes are fair and are not discriminatory on any grounds. Prometheus will take appropriate steps to ensure that these objectives are met, including:

- reviewing its job selection criteria regularly to ensure that they are relevant to the job and are not disproportionate.
- ensuring that short listing of applicants is done by more than one person wherever possible.
- avoiding the use of wording in job advertisements that may discourage individuals with a disability from applying.
- advertising vacancies to a diverse labour market; and where relevant, advertising them to particular groups that have been identified as disadvantaged or underrepresented within the organisation; and
- not asking applicants about their health or disability before a job offer is made.
- The Prometheus will ensure that any recruitment agency it engages in is aware of the Prometheus's requirement not to discriminate.

Conditions of Service

Prometheus's terms and conditions of services including those relating to working hours, maternity and other leave arrangements, and performance appraisal systems, will not discriminate against any member of staff based on any disability or any other unlawful reason.

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Prometheus aims to provide appropriate facilities and conditions of services that take the specific needs of staff into account.

Staff Development

The Prometheus will promote and develop its staff based on merit. Positive action measures may however be taken where lawful and in accordance with relevant anti-discrimination legislation to encourage members of underrepresented groups to apply for job/promotion opportunities.

All employees will have access to training and other career development opportunities which are appropriate to their experience and abilities and commensurate with available resources. Positive action measures may however be taken where lawful, and in accordance with relevant anti-discrimination legislation, to provide special training and support for members of groups which are under-represented within the Prometheus's workforce and to encourage such groups to take up training and career opportunities.

Staff training needs will be identified through regular staff appraisals.

Termination of Employment

Prometheus will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory on grounds of any disability.

Prometheus will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

Prometheus as a Training Provider

Recruitment, Admissions and Selection

All applicants will be given equal consideration during the selection process and will not be discriminated against on any ground.

All selection processes will be based solely on the applicant's suitability to the training requirements. Candidate selection will be carried out thoroughly and objectively, and entry qualifications for training will only include those that are necessary and justifiable.

Teaching Learning and Assessment

Prometheus seeks to ensure that its teaching, learning and assessment practices and systems are designed to encourage the knowledge and personal development of its learners, are equitable, and take the needs of its diverse learner body and particularly that of disabled learners into account.

Procurement and Service Provision

- Prometheus recognises that by integrating equality and diversity into its procurement practices, it can further its equality objectives. Consequently, when selecting and evaluating contractors and suppliers, it will consider the extent to which they comply with anti-discrimination legislation including the Equality Act 2010 and its related Codes of Practice.
- Contractors or suppliers that are unable to demonstrate compliance with relevant legislation and codes of practice will not be considered for the award of contracts to provide goods or services to the Prometheus.
- The Prometheus's terms and conditions for the supply of goods and services will require contractors and suppliers to comply with equality and disability legislation with this Policy. Non-compliance with or breach of these requirements will give rise to a right of termination of the contract by the Prometheus.
- Where appropriate, Prometheus shall monitor and review on a regular basis the extent of contractors' and suppliers' compliance with legislation, codes of practice and this Policy.

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Complaints of discrimination

- If a learner or member of staff considers that he or she is suffering from unlawful discrimination, harassment or victimisation because he or she has one or more of the protected characteristics, he or she may make a complaint which will be dealt with seriously and confidentially
- Prometheus will treat all complaints of breaches of this policy seriously and will take appropriate action where necessary. Complaints may be brought by members of staff, learners or other third parties and will be investigated in accordance with the Prometheus's grievance, disciplinary and/or complaints procedures. The complainant will be informed of the outcome of the Prometheus's investigation.

Disability Policy for disabled learners

The principles of disability policy

Prometheus is committed to building an inclusive, accessible and supportive environment that encourages disabled learners to participate in all aspects of academic and social life at Prometheus; and enables them to have equal and equitable opportunities to achieve their full potential.

- All policies procedures and structures are designed to enable disabled learners to participate in all activities of Prometheus and implemented in a way that promotes a positive attitude towards disability
- Management is responsible for the development of inclusive practice in relation to the enhancement of disabled learners' experience across the Prometheus.
- The academic support and guidance are accessible and appropriate for disabled learners
- Physical environment is suitable for disabled learners
- Communication of information is in a format suitable for disabled learners
- Effective arrangements are in place to meet the entitlements of disabled learners and seek the disabled learners' feedback for improvements
- Staff responsible for facilitating disabled learners have appropriate skills and experience
- The disclosure of a disability by disabled learners is treated confidentially and is not passed on without the explicit consent of a disabled learner

Disability is one of the protected characteristics under the Equality Act 2010.

From 1 October 2010, the Equality Act replaced most of the Disability Discrimination Act (DDA). However, the Disability Equality Duty in the DDA continues to apply. The Disability Equality Duty marks a commitment towards actively promoting equality of opportunity for disabled people. The duty covers all functions and activities, including budget setting, commissioning, procurement, regulatory functions and setting the framework within which the Organisation will deliver services.

Definition

Definition of 'disability' under the Equality Act 2010, in the Act, a person has a disability if:

- He/she has a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

Special consideration for disabled people

Prometheus Management Team is overall responsible for ensuring that learner with a disability is treated and supported in accordance with ISL's equal opportunity and disability policy. This is responsibility of the Management Team to ensure that.

- i. Prometheus-publish information for learners does not contain anything which discourages any learner with any sort of disability from applying.

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- ii. Any information regarding the disability of any applicant shared with Prometheus remains confidential and is not released or passed on without explicit consent of the person concerned.
- iii. Public information must be in easily readable format or can be made available in braille format.
- iv. An applicant with a disability is facilitated with reasonable arrangements for an application of training in Prometheus.
- v. The learner with a disability has easy access to all facilities in Prometheus.
- vi. All learners and staff on induction are adequately educated on disability matters.
- vii. Tutors/Assessor and staff are instructed and trained to accommodate the learning needs of learners with disability and extra support is provided to learners with learning difficulties.
- viii. The learners with disability are encouraged to participate in all activities of Prometheus training.
- ix. Arrangements are in place to evacuate learners with disability in case of any emergency.
- x. Physical environment is suitable for the mobility of disabled learners.
- xi. Disabled learners are not discriminated against, bullied or harassed on grounds of their disability.
- xii. Disabled learners are given reasonable preference in circumstances where they are likely to be put at a disadvantage.
- xiii. A positive attitude is promoted on disability in Prometheus.
- xiv. Policies, procedures, and processes do not contravene the spirit of Equal opportunities and disability policy.
- xv. Special arrangements or adjustments are made in exams for learners with disability.
- xvi. Assessment criteria are fair and objective and do not prejudice the outcome of the performance of disabled learners.
- xvii. Appropriate support and guidance are available for learners with disability.
- xviii. Disabled learners have equal opportunities for progression.
- xix. Any complaint of discrimination is dealt with expeditiously and confidentially in accordance with Prometheus's Complaint Procedure
- xx. Verbal or written feedback on disability is taken seriously and is used to make reasonable adjustments.
- xxi. The learners with disability are allowed to take a leave for any medical treatment or therapy.
- xxii. The learners with disability are not unnecessarily burdened with responsibilities which they are unable to discharge due to their disability.
- xxiii. Nobody is allowed to use abusive language, persist in behaviours, or make a comment or innuendo which is thought to hurt the feelings and self-esteem of disabled persons.

Monitoring and Review

- This Policy will be monitored and reviewed by the Management Team on a regular basis to judge its effectiveness and to determine whether it is meeting the requirements of anti-discrimination legislation and the Prometheus's objectives of equality and disability policy. These procedures will be undertaken in consultation with the Prometheus's main stakeholders.
- Prometheus will monitor and record as appropriate (but without requiring individuals to provide information should they not wish to do so):
 - the gender and ethnic composition of its staff and learners as well as the number of disabled individuals within these groups.
 - the gender, ethnicity and disability of all job applicants, short-listed applicants and successful applicants for jobs;

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- where it is possible to do so, and were doing so will not cause offence or discomfort to those whom it is intended to protect, the sexual orientation and religion or belief of staff and learners.
 - the number and outcome of complaints of discrimination made by staff, learners and other third parties.
 - disciplinary action (if any) taken against members of staff;
- Information obtained will be used to review the effectiveness of the policy and the progress that it is making in helping Prometheus to achieve its equality and diversity objectives. Prometheus will implement any changes that are required.