



Burleigh
College

Burleigh College Gender Equality and Equal Opportunities and Diversity Policy

Policy Scope

This policy applies to:

- All members of staff, regardless of contract type or length of service, participants, learners on all our programmes, senior management, agency contractors and temporary staff (if any), consultants, associates, visitors, suppliers, subcontractors (if any), and stakeholders.
- All programs which we may from time to time deliver.
- All learners and prospective learners.

Our Equal Opportunities Statement

We are committed to promoting equal opportunities in all our activities. This includes ensuring that any subcontractor delivering on our behalf shares a like commitment to promoting equality of opportunity.

We value diversity and encourage fairness and justice. We want equal opportunities for all in work, access to work and learning, and for all to live free from discrimination and victimisation.

We will not tolerate discrimination within our own organisation and will use our position as a training provider, wherever possible, to help overcome discriminatory barriers.

We will cultivate and develop a prejudice-free and supportive working environment and recruit and train a workforce which is sensitive to the needs of the diverse local population.

We will treat all our learners, employees, subcontractors (if any), and those with whom we come into contact fairly and as individuals, taking into account their individual needs, circumstances, and aspirations.

We will ensure all staff, learners, subcontractors (if any), and stakeholders embrace this Policy and abide by its terms.

We will comply with and promote the aims of the Public Sector Equality Duty, namely to:

- eliminate unlawful discrimination, harassment, and victimisation, and other conduct prohibited by the Equality Act 2010.
- 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.

We will at all times:

- Seek to remove or minimise disadvantages suffered by those who have one or more protected characteristics
- Take steps to meet the needs of those from protected groups where these are different from the needs of other people
- Encourage those from protected groups to participate in public life or in other activities where their participation is disproportionately low
- as a minimum, act in accordance with the provisions of the Equality Act 2010 or any such legislation or regulation which may from time to time be in force and the related Public Sector Equality Duty which will apply to all staff, learners, volunteers, stakeholders, subcontractors (if any) and others with whom we work.

We will ensure that all our employment policies, procedures, and guidelines reflect and reinforce our commitment to equality of opportunity.

In order to meet the aims of this Policy, we will:

- Encourage equality of opportunity for all and actively promote good relations
- Eliminate any conditions, procedures, and individual behaviour that can lead to discrimination, even where there was no intent to discriminate, with particular regard to the Protected Characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief

(including lack of belief), sex, and sexual orientation, as set out in the Equality Act 2010.

- Comply with our legal duties under the Equality Act 2010 as amended from time to time and will not discriminate against, victimise, harass, treat less favourably, or bully any person, and in particular those with one or more protected characteristics
- Take necessary steps to ensure that this Policy is complied with by all learners, subcontractors (if any), and staff (including employees both full-time and part-time and staff and consultants engaged under a contract for services) and that all learners, subcontractors (if any), and staff are entitled to the benefits of this Policy and are bound by its obligations.
- Recognise that individuals and groups of individuals may experience disadvantage and discrimination on more than one issue.
- Offer our services fairly to all, ensuring that anyone in contact with us is treated with respect, making provision for those groups and individuals within the community whose needs and expectations are less well met.
- Comply with the letter and spirit of all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support such legislation.
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment from our employees, our learners, and all with whom we come into contact.
- Encourage disadvantaged groups and individuals to participate in our programmes and apply for positions on our staff.
- Make this policy known to all our employees, job applicants, partner organisations, stakeholders, and learners.
- Disseminate and communicate this Policy on all learner, subcontractors (if any), and staff inductions and revisit the Policy during staff training, subcontractor interactions, and learning sessions.
- Ensure that all staff, learners, volunteers, partners, subcontractors (if any), stakeholders, funders and awarding bodies and other interested parties are aware of this Policy and have access to it.

- Monitor the effect of this Policy on an ongoing basis and respond positively to any suggestions for its improvement.
- Not treat anyone unfairly or in a discriminatory manner.
- Operate partnership and subcontractor arrangements (if any) which ensure others with whom we work have similar policies and commitment to equality of opportunity and diversity.
- Ensure our Placement Providers have and operate a suitable Equal Opportunities Policy before a learner is placed in work placement and that such policy is consistent with the principles of this Policy. Where there is no such Policy the College will offer assistance to the employer to draw up and implement such a Policy.
- Periodically (at least once every year) review this Policy.

Sexual Orientation and Gender Identity

We are committed to creating an environment where the sexual orientation and gender identity of all our staff, learners, and service users is respected and where all are afforded dignity and equal rights.

We recognise and value the diversity of all sexual orientations and gender identities.

We recognise that false assumptions, prejudice, stereotyping, and discrimination are widespread in society and we will accordingly take active steps to promote equality and combat prejudice and discrimination.

We will not discriminate either directly or indirectly against any person on the grounds of sexual orientation or gender identity in the delivery of our services.

We will support staff and learners undergoing gender reassignment and will ensure that all are treated in all respects as the gender in which they live.

We will respect the rights of those whose gender identity does not conform to the sex they were assigned at birth.

In interpreting and implementing this Policy we will comply with the Supreme Court ruling in the case of *For Women Scotland Limited v The Scottish Ministers* (2025) UKSC 16.

Accessibility of our Services

We deliver work, learning, and personal development-focused training. In pursuing this aim, we will strive to contribute to the establishment of a just society which gives all equality of opportunity.

We recognise that, insofar as is reasonably practicable, our services must be accessible to and appropriate for all the members of the community who might wish or need to use them.

Where needed and subject to any necessary approval of our funders, we will develop any subcontracted delivery (particularly to third-sector organisations) to widen participation in our Programme and open them.

We will develop our outreach provision in community venues to improve accessibility to our Programme.

In order to ensure accessibility of our services, we will:

- Facilitate physical access into the buildings we control. If unable to do so, we will endeavour to provide a reasonable alternative method of making our services available to all groups and individuals who wish to access them.
- Where we do not control buildings, we will endeavour to persuade building owners to facilitate such access.
- Use communication methods that are appropriate and sensitive.
- Where possible, produce publicity and information materials in relevant languages
- Make available to learners such specialist equipment as may reasonably be required to enable them to participate fully in our programmes.
- Work with local disability providers to support the learning journey of learners with a disability.

Recruitment and Selection

In order to establish and maintain a fair and transparent recruitment and selection process, we will:

- Ensure that all employees and those working under a contract for services (if any) are recruited, appraised, reviewed, and promoted only on the basis of ability and other objective relevant criteria.
- Work towards ensuring that through recruitment our workforce represents the community it serves.
- Be committed to equality of opportunity for all people and protect against all forms of discrimination.
- Continually review our recruitment process to ensure that we do not discriminate against or discourage applications from any section of the community.
- Where advised, we will take such positive action as may be required to promote the engagement and learning of those from disadvantaged groups.
- Commit to the principles of the DWP Disability Confident Scheme.

Training Diversity Plan and Organisational Development

In order to establish and maintain a fair and transparent engagement and learning delivery process, we will:

- Ensure that all employees and learners are developed to their full potential by the provision of appropriate and accessible learning opportunities in line with their needs and aspirations.
- Ensure that our engagement and enrolment practices reasonably enable any potential eligible learner to access our programmes and where this is not possible to support and signpost any eligible Learners to other appropriate provision.
- Include equalities training as part of our Induction Programme for employees, subcontractors (if any) and learners and ensure that this is underpinned throughout employment and in the course delivery.
- Include equalities training as part of our employee development programme.
- Ensure that teachers and advisers address and observe equal opportunities in the classroom, during online delivery, and during all group and individual interactions with learners.

- Ensure that equal opportunities is a standing item on all employee meeting agendas.
- Ensure that learners are aware of their rights and obligations in respect of equal opportunities.
- Ensure that this Policy and our aims are disseminated to and shared with staff members and learners
- Investigate promptly and rigorously any equal opportunities issues raised by learners, employees, subcontractors (if any), funding bodies or other stakeholders.
- Implement fair and transparent grievance and disciplinary procedures.

Bullying

We believe that bullying (both verbal and physical) is unacceptable. Learners and employees are entitled to work and train in an environment which is free from all types of bullying. We will not tolerate any form of bullying either by employees or learners. If on investigation a learner or employee is believed to have bullied another person, appropriate disciplinary action will be taken in accordance with the terms of employment which may include summary dismissal (in the case of a staff member) or removal from the programme (in the case of a learner).

Stress

We are aware that the mitigation and management of stress to both employees and learners is an essential part of our role as a caring Employer and Training Provider. It is our aim to ensure that those who may be suffering from stress or susceptible to it are quickly identified and measures taken swiftly to give appropriate support and implement reasonable mitigation measures.

Harassment and Victimisation

It is our Policy that no employee and no learner should suffer either victimisation or harassment as a result of their employment or their learning at the College. We will take strong disciplinary action against any learner or employee who harasses or victimises any other learner or employee.



Equalities Monitoring of the Programme Delivery

We will on a monthly basis:

- Monitor recruitment, retention, achievement, outcomes and progressions with a particular focus on target groups for each programme.
- Evaluate performance against these target groups.
- Identify significant shortfalls in target groups or relative achievement and outcomes between target groups.
- Take such steps as are necessary to ensure (insofar as reasonably possible) that recruitment is in line with target group requirements with consequent retention, achievements and outcomes.
- Record the results of our monitoring, evaluation and actions and the effect of such action.
- Have an Equality Implementation Plan setting out time limited SMART targets to translate our Policy into action

Disciplinary Action

All staff and learners are required to observe the terms and spirit of this Policy. We will regard a breach of its terms as serious.

Staff

Contracts of Employment contain provisions for disciplinary action to be taken against staff breaching the terms of this policy. The College has a zero-tolerance policy in relation to breaches and will implement the disciplinary processes contained in contracts of employment in appropriate circumstances. This may lead to summary termination of a staff member's employment.

Contracts for Services contain like provisions and will be similarly implemented which may lead to immediate termination.

Learners

Learners who breach the terms of this policy will be subject to disciplinary process as set out in the Learner Handbook. This may



involve removal from their programme and a report being made to the funding and referring bodies.

Complaints and Grievance Procedures

It is our policy that all complaints and grievances raised by staff, learners or other stakeholders be dealt with fairly, with transparency and as quickly as reasonably possible. We will ensure that complaints and grievances are not ignored and undertake to deal with each stage of the process in a supportive and co-operative manner and as quickly as reasonably possible.

Staff (including those engaged under contracts for services)

Staff should raise any complaint or grievance with their line manager and may be requested to put their complaint or grievance in writing and provide such reasonable details as are necessary to enable the complaint or grievance to be fully and properly investigated. The line manager will endeavour to resolve the matter to the satisfaction of all parties.

In the event that the complaint or grievance cannot be resolved, the line manager will refer the complaint or grievance to the Chief Executive Officer who will review the complaint or grievance, make such further enquiries as he feels appropriate and then decide upon appropriate action (if any) which may take the form of disciplinary action, training or in serious cases summary dismissal.

In view of the importance which we place on complaints or grievances arising under this Policy, staff may at any time raise any complaint or grievance with the Chief Executive Officer, by phone, by email or face to face.

All parties have the right of appeal to a College Director (not the Chief Executive Officer) if they are dissatisfied with the outcome of any complaint or grievance. Contact details are available on request from the CEO.

Learners



Learners should raise any complaint or grievance with their teacher or adviser (unless the complaint or grievance relates to that teacher or adviser when it should be raised with a member of our administration team). The teacher or adviser may request the complaint or grievance be put in writing and for further details to be provided to enable the complaint or grievance to be fully and properly investigated. The teacher or adviser will endeavour to resolve the matter to the satisfaction of all parties.

In the event that the complaint or grievance cannot be resolved, the teacher or adviser will refer the complaint or grievance to the Chief Executive Officer who will review the complaint or grievance, make such further enquiries as he feels appropriate and then decide upon appropriate action (if any) which may take the form of disciplinary action, training or in serious cases summary dismissal in the case of staff or removal from the programme in the case of a learner.

In view of the importance which we place on complaints or grievances arising under this Policy, learners may at any time raise any complaint or grievance with the Chief Executive Officer, by phone, by email or face to face. Contact details are available on request from the administration office.

All parties have the right of appeal to a College Director (not the Chief Executive Officer) if they are dissatisfied with the outcome of any complaint or grievance. Contact details are available on request from the CEO.

Responsibility

Overall responsibility for the implementation of this Policy lies with our Chief Executive Officer Kunal Goswami.

Review

This Policy will be reviewed and evaluated on at least an annual basis – August 2026) and more frequently should the need arise from changes in legislation, practise or contractual requirements.



**Burleigh
College**

Kunal Goswami

Chief Executive Officer

Date:01/08/2025

Document Control

- **Date of Issue:** 01/08/2025
- **Date of Review:** 31/07/2026
- **Version:**12.1