

## **Automotive Transport Training Limited**

### **Equal Opportunities Policy**

Equal Opportunities are much more important to us than just being a reaction to legislation.

It is a natural complement to our core values.

What do you mean, Equal Opportunities?

Equal opportunities means protecting the rights of every employee to be treated fairly (Based on merit, not favoritism).

It protects people from unfair treatment because of their:-

- Race.
- Colour.
- National or Ethnic Orientation.
- Sex.
- Pregnancy.
- Physical or Mental impairment.
- Marital Status.

### **LEGISLATION**

There are a number of Acts of Parliament Designed to ensure Equal Opportunities and treatment of all persons irrespective of their gender, marital status, race, colour, nationality, ethnic or national origins, trade union membership/non membership or disability.

- Equal Pay Act.
- Sex Discrimination Act.
- Employment Rights Act.
- Employment Relations Act.
- Disability Discrimination Act.
- Race Relations Act.

## **BENEFITS OF EQUAL OPPITUNITIES**

### Equal Opportunities

- Help create an attitude of respect and dignity for all.
- Fair treatment lets employees/learners reach their full potential.
- Reduce workplace stress, gets more from employees/learners.

## **DIVERSITY**

Diversity means recognising that the individual and professional differences that are a natural part of society.

Diversity occurs naturally. We all differ as individuals and on the basis of social, professional and organisational groups we belong too.

Individuals	Everyone is different. There are no two individuals the same. Therefore everyone have unique requirements, abilities and motivations.
Social Groups	We have different identities within the social groups in which we are classified. E.g. Male, Female (Gender), Black and White (Race), English and Irish (Nationality) etc.
Profession	Career activities are also sources of differing cultures
Organisation	The organisation is also a source of differing approaches. E.g. small businesses, large businesses

A diverse work force helps a company to:

- Bring a wider range of skills and experiences to the workplace.

## **DISCRIMINATION**

### **What is discrimination?**

Discrimination is treating people less favorably at work because of:

- Sex.
- Marital Status.
- Disability.
- Ethnic Background or Race.
- Sexual Orientation.
- Religious Beliefs.

## **DIRECT DISCRIMINATION**

Direct Discrimination occurs whenever membership of a particular group is used as a basis for making a decision about that person, and as a result they are treated less favorable than another on the grounds of their sex, religion, marital status, race or disability.

Examples might be:-

- If a selection criteria for a driver unnecessarily specified that applicants must be able to carry a particularly heavy weight, more women than men would be barred from applying and therefore being selected.
- An unjustifiable rule about uniform or clothing which disproportionately disadvantages a racial group from applying, for example, no trousers can detrimentally affect Muslim women.

A finding of unlawful discrimination may be made even though the employer/employee has no intention to discriminate.

## **HARASSMENT**

Harassment may also be described as derogatory remarks or actions by an individual or group which cause another individual to feel intimidated, patronised or embarrassed, or which interferes with job performance, undermines job security or created a threatening or unpleasant work environment.

### **What is sexual harassment?**

There is no hard and fast definition of sexual harassment, but it is essentially unacceptable behavior which is based on your sex, which is unreasonable, unwelcome and offensive.

Examples of sexual harassment include:

- Unwelcome sexual attention.
- Staring or leering.
- Demands or requests for sexual favors or innuendos.
- Comments, teasing or jokes of a sexual nature.

### Fact or Fiction

#### **Its just harmless fun.**

**WRONG!!** Sexual harassment is the imposition of unwelcome sexual attention or action and created a stressful and hostile environment for the victim affecting mental and physical health. It is often accompanied by overt or implied threats to the victim's job or career.

#### **It only happens to women**

**WRONG!!** Although women are usual victims, harassment does happen to men and has exactly the same distressing effects. Think before you act.

### What is racial harassment?

It is behavior, which discriminates on grounds of colour, race, ethnic or national origins or religion.

Any such behavior is not acceptable and will not be tolerated.

Examples of racial harassment include:

- Patronising remarks.
- Name calling, racist abuse and jokes.
- Display of racially offensive written materials images and graffiti.
- Non selection for promotion/post because of colour, creed, religion or ethnic background.
- Threatened assault or physical attack.

## **BULLYING**

Work place bullying is a separate issue from sexual or racial harassment. Bullying can be regarded as a person or persons who use their position or power to coerce others by fear, persecution or by force or threat. Bullying can be very difficult to detect, it often takes place where there are no witnesses.

### What constitutes bullying within the workplace?

- Offensive treatment through vindictive, cruel, malicious or humiliating attempts to undermine an individual or groups.
- Persistently negative attacks on personal and professional performance which are typically unpredictable, irrational and often unseen.

### **Forms of bullying**

- Persistent criticism
- Setting objectives with impossible deadlines or unachievable tasks in the given time.
- Ignoring or excluding individuals.
- Withholding information.
- Removing areas of responsibility.
- Constantly undervaluing effort.
- Spreading malicious rumors.
- Taking credit for other peoples ideas.

### **Identifying a bully**

A bully within the work environment is a person who:

- Insists their method of working is always right.
- Shouts at people in order to get things done.
- Persistently picks on, criticizes and humiliates people in front of others.
- Give people tasks that he/she knows they are incapable of achieving.
- Blames everyone but themselves when things go wrong.

### **Ensuring Equal Opportunities in the workplace**

- Treat colleagues the way you want to be treated.
- Remember that working as a team depends on trust; build it through open honest communication.
- Speak up people may be unaware of their offensive behavior.

### **Disability Statement**

We welcome enquires from people with special needs. Most of our services are of a practical nature and depending upon their needs, learners must meet Health and Safety code of practice within our occupation. We offer help and assistance where practicable.

Information is sought from applicants as to whether they have any special needs or requirements, as far as practicable, these needs may be met.

Individual special needs/disabilities, once identified, are treated with sensitivity and we Endeavour to try our best to offer the same as we offer to able bodied persons on the same courses.

## **WHISTLEBLOWING POLICY AND PROCEDURE**

### **Policy**

*Automotive Transport Training Limited encourages a free and open culture in its dealings between its employees and all people with whom we engage in business and legal relations. In particular, ATT recognises that effectively dealt with and honest communication is essential if malpractice is to be effectively dealt with and ATT success ensured.*

*This policy is designed to provide guidance to all those who work with or within ATT who may from time to time feel they need to raise certain issues relating to Equal Opportunities/diversity with someone in confidence.*

### **Procedure**

#### ***Subject matters of disclosure***

1. This policy will apply in cases where you genuinely and in good faith believe that one of the following sets of circumstances is occurring, has occurred or may occur within the organisation:
  - That a criminal offence has been committed, is being committed or is likely to be committed
  - That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject
  - That a miscarriage of justice has occurred, is occurring or is likely to occur
  - That the Health and Safety of any individual has been, is being or is likely to be endangered
  - That the environment has been, is being or is likely to be damaged
  - That information tending to show any matter falling within anyone of the preceding paragraphs has been is being or is likely to be deliberately concealed.

While it is not necessary that you prove the malpractice or misconduct that you are alleging, but may simply raise a reasonable suspicion, please note that you will not be protected from the consequences of making such a disclosure if, by doing so, you commit a criminal offence.

2. If you wish to raise or discuss any issues which might fall into the above category you should contact Kevin Spragg or Helen Allsopp who will treat the matter in confidence. In such cases it is likely that further investigation will be necessary and you may be required to attend a disciplinary or investigation will be necessary and you may be required to attend a disciplinary or investigative hearing witness. Appropriate steps will be taken to ensure that you're working environment and/or working relationships is/are not prejudiced by the fact of your disclosure.

3. If you reasonably believe that the relevant failure (i.e. one of the set of circumstances listed above) relates wholly or mainly to the conduct of a person other than your employer or any other matter for which a person other than senior management has legal responsibility, then you should make that disclosure to that other person.

Also, you may make such a disclosure to one of the prescribed regulatory or independent organisations listed below if you consider that they have an interest in the matter and, despite the best efforts of ATT is inappropriate or has been unsuccessful. Disclosures made to your legal adviser in the course of obtaining legal advice will be protected.

4. You should be aware that the policy will apply where a disclosure is made in good faith and where you reasonably believe that the information disclosed and any allegation contained in it are substantially true. If any disclosure is made in bad faith (for instance, in order to cause disruption within the company), or concerns information which you do not substantially believe is true, or indeed if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary offence for the purposes of ATT Disciplinary Policy and Procedures and may constitute gross misconduct for which summary dismissal is the sanction.

5. While ATT hopes that such disclosure will never be necessary within its organisation, it also recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own facts.

We will take steps to ensure that you are protected from recurrence of the complaint by taking immediate action.

No individual will be penalised for bringing a complaint of either unfair treatment or harassment.

Who should I contact to talk about things?

## **Learners**

If during your programme you feel that you need to talk to some one contact your trainer/assessor in the first instance. Or feel free to talk to any member of staff or anyone from the management team.

- Kevin Spragg
- Helen Allsopp
- Mike Smith

You can contact them on 01455 251516  
Email [info@att-ltd.com](mailto:info@att-ltd.com)

What sort of support can I expect?

We have staff that can help you with

- Literacy and Numeracy
- Basic learning difficulties

Examination boards e.g. City & Guilds, have facilities in place to help learners. Such help could include

- Extra time for tests
- A person to read/write for you
- A room on your own

We have a complaints policy and procedure and further information can be given on request.

For more advice please contact your Trainer/Assessor.

Tel 01455 251516  
Email [info@att-ltd.com](mailto:info@att-ltd.com)

You could speak to the following

Kevin Spragg  
Helen Allsopp  
Tim Mansfield

General Manager  
Work Based Learning Manager  
Senior Instructor - Motor Vehicle

**STAFF**

If any members of staff have any problems with anything they can contact

Kevin Spragg	General Manager
Mike Smith	Training Manager
Helen Allsopp	Work Based Learning Manager

If you can not speak to any of the above because the complaint is about them then you must see the General Manager who in turn will investigate and if deemed necessary passed on to the Board of Directors.

Extension numbers for the above are as follows

Kevin Spragg	206
Mike Smith	204
Helen Allsopp	207