



Equality and Diversity Policy

Our Commitment and Aims

We are committed to providing equality of opportunity in our employment practices and procedures, and to avoiding unlawful discrimination being suffered by our employees, job applicants, apprentices, learners, clients and employers.

We will not discriminate directly or indirectly in recruitment or employment because of age, gender, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

We will not discriminate unlawfully against customers, contractors, suppliers or visitors using or attempting to use the goods, facilities and services that we provide.

This aim of this policy is to assist us in putting this commitment into practice to ensure all our employees are treated fairly, respectfully and without prejudice, so that you are able to maximise your full potential, and do not commit and/or are not subjected to unacceptable and unlawful acts of discrimination.

Our policy is implemented in accordance with the Equality Act 2010 and all other appropriate statutory requirements and has been compiled after consideration of all available guidance and relevant Codes of Practice.

We will strive to ensure that our work environment remains positive, free from harassment and bullying, and that everyone is treated with dignity and respect at all times in maintaining and sustaining equal opportunities in employment.

We have a separate 'Dignity at Work Policy' concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with once reported.

Promoting the Equality and Diversity Policy to learners and Apprentices

All new learners and apprentices must complete an induction including equality and diversity training before they start where their responsibilities under Equality and Diversity are explained including the Anti bullying policy and Complaints Procedure.

All learners and Apprentices complete a Health form (confidential - to be completed and handed back to the office before end of day) which may highlight a need for reasonable adjustments. A Code of Conduct is issued to ensure a professional and safe working environment. Policies and Procedures, including safeguarding and prevent, are issued and discussed. An Equality and Diversity Presentation is shown to each apprentice and learner before they start their training. Homework is issued to all apprentices and learners in the first term to produce a summary of equality and diversity in the workplace. This is handed in, marked and kept in the apprentices/learner portfolio.

All apprentices and learners are issued with an Equality and Diversity contacts lists to be kept in their portfolios to make reference to throughout the year is needed.



BKSB Initial Assessments in Mathematics and English take place in the first week of starting at The Academy to determine the current working level of English and maths – results printed off & back to office.

Examples of equality and diversity in action:

- Men's Health Awareness Month 'Movember'
- Work placements at a salon within a residential centre for the elderly
- Visits from residents at a nursing home for the elderly
- Operation Christmas Child, Samaritans Purse

Commitment to the policy throughout The Academy

The Academy's strong commitment to Equality and Diversity starts with Senior Leadership from the Director, Assistant Director, ESFA Contract Manager and Curriculum Manager. The Managing Director leads Equality and Diversity at The Academy and monitors Academy targets and standards for Equality and Diversity. Equality and Diversity is linked to performance reviews for departments and for The Academy as a whole. The Director ensures everyone is trained in equality and diversity and that all are fully up to date with relevant legislation. The Academy has mechanisms in place to monitor emerging gaps in performance for different groups of learners. Progress towards narrowing the gaps is monitored in a quarterly process of performance review and fed into the QIP.

Staff and apprentices are required to sign a declaration following induction that they understand their responsibilities under this policy. Videos on discrimination, victimisation and protected characteristic are shown at induction and discussed to reinforce understanding. Apprentices also sign a Code of Conduct which states that discrimination, victimisation, harassment or bullying will not be tolerated.

Apprentices and Learner Voice

Ways in which we listen to apprentices and learner views and act on them:

- Course Representatives
- One to one phone calls and tutorials
- Learner Voice Surveys
- Apprentice Reviews

Responsibilities

All at The Academy are required to support us in meeting our commitment to provide equal opportunities in employment and to avoid unlawful discrimination. If you commit serious acts of harassment you may be guilty of a criminal offence. As well as exposing us to liability for unlawful discrimination, you can be held personally liable for such acts.

Acts of discrimination, harassment, bullying or victimisation against you or customers are disciplinary offences and will be dealt with under our disciplinary procedure. Such acts may



in certain circumstances constitute gross misconduct and could lead to your summary dismissal.

Monitoring and Review

This policy is reviewed annually. The policy was reviewed and updated September 2021, the next review will take place in September 2022 in order to judge its effectiveness and it will be updated in accordance with relevant changes in the law.

Information provided by job applicants and you for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

Definition of Terms

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic. An example of direct sex discrimination would be refusing to employ a woman because she was pregnant.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory, in relation to individuals that have a protected characteristic. However, for there to be a claim of indirect discrimination the provision, criterion or practice must also:

- be to the detriment of people who share the particular protected characteristic compared with people who do not;
- not be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct related to one of the prohibited grounds which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment will have taken place in such circumstances even if this effect was not intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed due to their association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed due to a mistaken perception that he/she has a particular protected characteristic.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have a disability and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Victimisation occurs where an employee is subjected to a detriment, because he/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. However, an employee is not protected from victimisation if he or she gave false evidence or information, or made a false allegation, if the evidence or information is given, or the allegation is made, in bad faith.

Recruitment



The policy is used as part of the staff recruitment process for example, recruitment companies are used to fill certain posts so that candidates can be selected independently. The Academy takes positive action to ensure we can recruit and retain people from under-represented groups as long as this does not mean less favourable treatment for others. The Academy encourages applications from under-represented groups and relates this specifically to the industry in which we work. So actively encourage male applicants to apply for roles, and be role models within the academy, as within the hair and beauty sector it is predominantly a female workforce. This works alongside encouraging more men and women to apply by providing 'family friendly' flexible working patterns, for example, having a later starting time of 9.30am so that children can be taken to school or time can be allowed for staff to get to work who may have elderly relatives to call in to see each morning.

The policy is discussed as part of the recruitment and induction process for staff and is available on the company website so that staff or new applicants can read the policy prior to interview. All reasonable adjustments are made at application, interview and induction stage and will be maintained should the adjustments prove to be working successfully. Induction can also take place remotely if required and all documents can be provided in alternative format.

Apprentice and Employer Approach

The Academy adopts a Crystal Clear English approach so all learning and information materials are as easy to read as possible. Information advice and guidance is given largely on a one to one basis and delivered however the apprentice or employer prefers for example via FaceTime, face to face on site, in the workplace, over the phone or some of the process can be done through text and email so that vital information is already noted.

The apprentice application form has 4 easy steps. Much of the form is based on a tick box approach with an option to add 'other' if required. The application will ask for contact information, age, religion, previous and current education, convictions, disabilities or learning difficulties, nationality, ethnic group but does not ask the candidate to state their specific gender.

Where an apprentice has told us they have a learning difficulty a request is made to their previous education provider to obtain a report and record of previous support or arrangements, where possible and if she needed The Academy will continue to provide this and if required will organise for a qualified assessor to arrange an assessment to determine which methods of support are required based on the test scores provided (LUCID).

Exam access arrangements will be agreed with the apprentice and will be provided. Where necessary the Academy will organise a meeting with the employer to discuss and agree how reasonable adjustments could be made in the workplace. Employers will be supported to make these reasonable adjustments and any additional resources will be provided.

- a. The Academy will seek to create an atmosphere in which no apprentice, learner or applicant suffers unfair discrimination.



- b. Apprentices and learners should have equal access to all entitlement offered through the curriculum. In assessing provision, individuals will not be denied consideration for training and educational opportunities. Assessment of suitability for participation in a particular activity will be based upon the principle that each apprentice and learner is to be offered appropriate training or educational opportunities.
- c. Equal Opportunities should form part of the curriculum, syllabi, teaching materials, methods, examinations and assessments should recognise and reflect this commitment. Reasonable adjustments will be made.
- d. The importance of Careers Education Counselling and Guidance is recognised. Guidance should be non-discriminatory and encourage apprentices and learners to consider non-traditional areas.
- e. Apprentices and learners should be made aware of the channels of communication for help, advice or complaint should unfair discrimination be perceived whilst attending The Academy.
- f. Apprentices and learners will be made aware of the provisions of Equal Opportunities legislation.

This policy will be seen to have the active support of management at all levels. The overall responsibility for implementation will rest with the Academy Director. The Policy will be clearly stated and be made known to all employers, employees and learners wherever practicable.

The Academy Director will identify and support an individual or group of individuals to implement, monitor and review the Policy annually. The Academy will actively and regularly review the effectiveness of this Equality and Diversity Policy and will take action as appropriate to redress any weakness in it.

Training

Training that is delivered to managers includes specific references to the Equality Act (2010) and avoiding discrimination throughout the recruitment and application process for apprentices, learners and staff. The Academy's commitment to equality and diversity is publicised on our recruitment materials and on the website. Equality and Diversity information that is provided by candidates is not available to the shortlisting managers/tutors and be viewed only by the team managing applications. At shortlisting stage, information may be removed to prevent and possibility of discrimination.

Candidates, learners and apprentices are invited to interview, in a follow up confirmation call/text they are asked if any adjustments are required to support and enable them to attend. Medical information is not requested until an offer or employment/a place has been made.

- a. The Academy will, within the development plan, provide all employees/apprentices/learners/sub contractors training which may improve their prospects within the organisation and which will enhance employees' understanding of the need for a commitment of the organisation's Equality and Diversity Policy and agree to adhere to it.



Staff must complete 50 hours CPD training each academic year and this must include evidence of learning new and up to date industry skills. This CPD plan is reviewed and implemented as part of the performance management process and appraisals. Mandatory training on Equality, Prevent and Safeguarding is completed by all staff and includes a series of online modules that need to be completed and passed to be awarded the certificate. The training is delivered and facilitated online by The Education and Training Foundation.

Refresher training is provided every two years and the modules must be completed. This is logged in line with the Single Central Register held at head office and on the company OneDrive. Equality and diversity updates are given four times a year at team meetings.

Induction for staff is delivered by a senior manager and includes:

- A copy of The Equality and Diversity Policy and The Equality Statement
 - Each member of staff signs up the The Academy being an environment of mutual respect and to foster good relations between different elements of The Academy community and the local community. For example, The Academy is a drop off point where all members of the community can donate gift parcels (basic hygiene items, books, stationary) for children effected by war, poverty and conflict.
 - An overview of the Equality Act 2021 and the protected characteristics and our responsibilities
 - Procedure on reporting issues concerning equality
 - A copy of the Anti-Bullying Policy and Procedure
 - A Staff Code of Conduct which gives a set of rules on staff conduct but also sets out that staff must eliminate discrimination, harassment, victimisation and favouritism. Staff sign these Codes each academic year.
 - Asked to watch Equality and Diversity Video
 - Staff are given online sites to visit www.equalityanddiversity.org.uk for more information.
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- b. All applicants for The Academy posts will be made aware of the Equality and Diversity Policy and the selection process for both trainers, apprentices and learners will be reviewed periodically to maintain a system where individuals are selected promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.
 - c. Any questions asked on applications forms or at interview should relate only to the requirements of the job.
 - d. All staff will be made familiar with this policy and can request attendance of awareness raising sessions. The channels of communication when matters relating to discrimination affect them with the Academy will be made known to all staff.
 - e. The Academy will ensure that the employment of people with disabilities will form an integral part of this policy.
 - f. If it is reasonable to do so, The Academy will undertake to make any reasonable adjustments to the workplace in order to help disabled employees to do the job.



The Academy through its working practices will ensure commitment to equal opportunities for people with special learning difficulties and/or disabilities as further defined in the Academy's Disability Statement.

Complaints

Any employee/learner who believes that unequal treatment has been applied to him or her within the scope of this Policy should follow either the Learner Grievance Procedure or the Staff Grievance Procedure.

Redress

If you consider that you may have been unlawfully discriminated against or been the victim of a breach of this policy, you may use our grievance procedure to make a complaint. If your complaint involves bullying or harassment, you should refer to the 'Dignity at Work Policy.' We will take all complaints seriously and will seek to resolve any grievance which we uphold. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Marketing

Publicity and marketing materials will recognise the Academy's commitment to Equality and Diversity and will make use of a variety of advertising methods and referral sources. The Academy will ensure that its advertising and marketing encourage all individuals to apply and participate in Academy activities regardless of their protected characteristics. The apprentice and learner selection process will be reviewed periodically to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.

Responsibility

The overall responsibility for the monitoring of the effectiveness of this policy and for implementing an ongoing programme of action to make the policy fully operative is vested in Director Lindsay Burr. Management information will be reviewed against the action plan annually. It is the responsibility of all employees/learners to accept their personal involvement in the practical application of this policy although specific responsibility falls upon management and staff professionally involved in recruitment, employee administration and training.

Case Study

Diversity and challenging gender stereotyping 2020/21

We are committed to challenging gender stereotypes in the workplace, particularly in direct relation to our industry of (hairdressing, beauty therapy, barbering and make up artistry) this is reflected on our website, promotional materials and recruitment activities with employers and in schools.



Across The Academy as a whole (Sept. 2021 66 on full time or apprenticeship programme) 15% are male and 85% are female. We have 2 students who do present as both male and female. This does not include traineeships.

In 2018 the National Hairdressing Federation published a report saying that 84% of people employed in the hairdressing and barbering industry are female so our target is to be in line with the national statistic or to recruit a higher proportion of males to the industry.

The introduction of the Barbering Level 2 Technical and Barbering Level 2 Professional programme has begun to address this imbalance at The Academy with 50% of barbering learners being male, of this 33% are male apprentices and 16.6% are female apprentices, 50% are female barbers so challenging the stereotype that females cannot be barbers and proving that male dominated barbering businesses are now recruiting female apprentices.

In 2019 a performance gap emerged in the exam results for male barbers, practical results/performance remains high, but for externally marked exams male barbering students perform lower than female and lower than females on other programmes (beauty therapy and make up artistry) so this is a focus for performance reviews and teaching, learning and assessment for this and next academic year. However, following performance management, reviewed teaching strategies and focussed exam preparation sessions this pass rate moved up to 100%.

Updated by

Sophie Burr, Director

A handwritten signature in black ink, appearing to be "S. Burr", written in a cursive style.

10.09.21



THE ACADEMY HAIR & BEAUTY LTD
EQUALITY AND DIVERSITY STATEMENT

This Statement is made by The Academy in support of the Equality and Diversity Policy (copies are available at The Academy Reception)

The Academy is committed to the development of a positive Policy to promote equality of opportunity in employment and training regardless of its employee's/learner's gender, Trans gender, disability, age, marital status, colour, race, ethnic or national origin or social background, Sexual Orientations

This principle will apply in respect of all conditions of work including pay, hours of work, holiday entitlement, overtime and shift work, work allocation, guaranteed earnings, sick pay, pensions, recruitment, training, promotion and redundancy.

The Academy through management, undertakes to draw opportunities for training and promotion to the attention of all apprentices/employees/learners and make them aware of this Policy.

The Policy will be reviewed annually to ensure it is effective and promote its impact.

If any employee considers that he or she suffers from unequal treatment in any area outlined above, they may have a complaint which will be dealt with through the established grievance and disciplinary procedures.

Signed for and on behalf of The Academy Hair & Beauty Ltd

Academy Director

Dated 23 September 2021

