



## Equality and Diversity Policy

Issue Date: 05.04.2019

### Purpose

ELATT is committed to providing equality of opportunity in access to services and to paid and unpaid employment. The organisation is committed to providing an environment which is free of stereotyped and oppressive beliefs and attitudes and where service delivery and employment practices are responsive to the needs of individuals in a fair and equitable manner.

This procedure sets out ELATT's position regarding discrimination and the organisation's values and responsibilities. Violations under the Equality Act 2010 will be treated as a disciplinary offence.

This policy is non-contractual and may change from time to time.

ELATT: Registered company no: 1812908; Registered Charity 299186  
260-264 Kingsland Road, London E8 4DG, [www.elatt.org.uk](http://www.elatt.org.uk)





## Our Mission and Values

### Mission Statement

ELATT inspires people to achieve the skills they need to flourish in life and work

### Our values

#### We believe in excellence

We believe in outstanding services – in teaching and support  
We believe in people – their talent, ambition and goals  
We believe that excellence in learning can transform lives

#### We bring communities together

We are inclusive – providing support, opportunity and aspiration  
We are diverse - we serve all walks of life  
We collaborate and achieve with the support of our partners

#### We understand learning

We are experts in helping people learn  
We innovate in curriculum, services and projects  
We are relevant, giving people tools and skills for today and the future

#### We work together

We're optimistic and ambitious – a united force  
We work as one - we listen; we plan; we act

### Our charitable objectives

- (i) The education and training of young persons and adults in Hackney, Tower Hamlets and other disadvantaged areas of London in the skills essential for adult and working life, including information and communications technology.
- (ii) The provision of advice, guidance and support so that such persons may benefit from education, training and employment.

### Strategic Objectives 2017-2020

1. Exceptional student experience both as individuals and as a community
2. Excellence in delivery both our own and through partnership
3. A confident workforce with confidence in ELATT, confidence in role, confidence to innovate
4. Sustainability through diverse income streams and value-for-money systems
5. A culture of adaptability and innovation
6. Meaningful outcomes for the people we help

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## ELATT's Equality and Diversity Statement

No job applicant or employee, volunteer, learner or organisation/individual to which we provide services will be discriminated against by us on the grounds of race, religion or belief, sex, sexual orientation, age, marriage and civil partnership, gender reassignment, pregnancy and maternity, disability, social class or immigration status if application has been made for asylum or Exceptional Leave to Remain. If a group is not mentioned specifically it should be assumed that this document refers to all the above groups.

Individual and institutional discriminatory practice has meant that some groups have not had equal access to services and fair employment practices. The decision making structures of ELATT will take into account the views of groups which have traditionally experienced discrimination. This will affect the areas of service delivery, recruitment and employment practices (including training and development) publicity and publications, language, the environment, the use of resources, and management practice.

The management and staff believe that it is in the company's best interests to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise.

Steps will be taken by management and staff to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, and career management are based solely on objective and job related criteria.

ELATT will aim to provide a work environment in which everyone is free from harassment and bullying and is treated with dignity. The Company will ensure that knowledge and understanding of, and respect for, cultural differences will be the basis for promoting equal opportunities and is reflected in the way in which employees respond to customers and the community in general.

The Chief Executive or nominated person will take disciplinary action against members of staff who discriminate against or harass other members of staff, customers or other people with whom they come into contact in the course of their employment by ELATT, for reasons as listed above in section 'a'.

Any employee who believes that he or she has not been equitably treated should raise the matter with their Manager. Any job applicant who believes that she or he has not been equitably treated may write to the Chief Executive who will investigate the complaint.

## Responsibilities

The parties who have responsibilities in these matters include:

- All employees – to act in a manner which follows the spirit and intention of this document in order to ensure that ELATT employment policies provide equal opportunities.
- Line Managers - to provide equal opportunities for the employees under their supervision, and to deal immediately and appropriately with any issues which may be brought to their attention.
- Chief Executive and Trustees – to provide advice and guidance to Line Managers in order to establish and maintain an equal opportunities environment, and to assist with the prompt investigation of any claims that may arise.

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## Recruitment and Selection

Systems and procedures are in place that will ensure that the recruitment process will be fair and void of any discrimination. This will be established through the continuation of good practice and procedures.

Recruitment and selection procedures are based solely on the necessary and justifiable job requirements and the individual's suitability.

Role profiles are produced for every vacant post. Where posts are advertised externally consideration is given to areas or media sources that enable a wide range of applicants to have the opportunity to apply.

Care will be taken throughout the planning and process of recruitment to ensure that criteria are specific to post requirements and do not include elements which may be construed as being unfairly restrictive or disadvantageous to any individual or group of potential applicants.

## Training and Development

Training and education will be established through the following methods:

ELATT will provide coaching and training in equal opportunities to managers and others likely to be involved in recruitment or other equal opportunity decision-making processes.

ELATT will provide information to current and new employees to help them understand their rights and responsibilities and what they can do to help create an environment free of any form of discrimination and/or harassment.

Appropriate training is provided to ensure that employees are able to perform their jobs effectively. Employees are encouraged to discuss their learning and development needs through regular support and the review process.

## Communication

The responsibility for awareness, compliance and continuous improvement will rest with management. This will be supported throughout the company by:

- Ensuring that this policy, including the key legal messages, is regularly communicated to all staff
- ELATT promotes equality of opportunity and diversity and clear attention is given to this at induction

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## Services

ELATT aims to provide equality of opportunity by offering access to learning, and learning that takes into account the varying needs of individuals.

Employees will ensure that provision is sensitive to different cultures, religions, genders, disabilities etc.

Tutors take opportunities to reinforce the promotion of equality and diversity as they arise during courses.

Students are treated with respect by all employees of ELATT.

## Marketing and Publicity

ELATT recognises that the development of its public image is a key area for the implementation of its equality and diversity policies.

ELATT will provide information and resource materials which are free from racist, ageist, disabling, homophobic, sexist images, language or attitudes and any other discriminatory practices.

## ELATT Environment

ELATT aims to create an environment in which people using our services and staff feel comfortable and free from oppressive attitudes and surroundings.

ELATT aims to ensure that all people will receive a positive welcome from their first point of contact with the organisation.

Relationships with people from ELATT's environment will be non-discriminatory and free from stereotyped attitudes and beliefs.

## Claims

ELATT commits itself to the immediate investigation of any claims of discrimination on the above grounds and to appropriate remedial actions where the case is proven.

In the event that any employee, volunteer or learner feels that he or she has suffered discrimination in any way the company grievance procedure should be utilised. If the complaint is against the employee's own immediate or other manager, a confidential application should be made to the Chief Executive who will investigate the matter.

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