



EQUAL OPPORTUNITIES POLICY

Introduction

LITC is committed to an effective equal opportunity policy that covers our assessors, trainers, service users, students and our office staff. Recruitment, promotion and training of assessors and office employees are based solely on merit. LITC does not discriminate against service users on any grounds as we are happy to provide our services to anyone, regardless of ethnic origin, religious leaning, social status, gender or sexual orientation. We provide a service that is sensitive to cultural differences and we are committed to ensure that diversity and equality are embedded in all levels of delivery.

Equal Opportunity Statement

The Directors, Managers and Employees of LITC are committed to ensuring that no form of discrimination is practiced. Furthermore, it is within their remit to ensure, as far as practically possible, that every effort is made to minimise and negate the effects of discrimination, or discriminatory practices.

- In addition, LITC ensures a system of appeal and/or representation is available to any individual who believes that their rights (in terms of equal opportunity) have not been respected.
- All staff working for LITC are provided with equal opportunities in all aspects of their work subject.
- Where appropriate and necessary, LITC is committed to defend the rights of its Service users and staff against any other organization or individual which/who attempts to discriminate against them.

Purpose of the Policy

The policy is aimed at ensuring:

- Fair recruitment and selection
- Equal access to training opportunities
- Equitable terms and conditions of employment
- Equal opportunities in staff performance assessment and promotion
- Fair treatment of Service users

Implementation

We implement equal opportunity through two perspectives as follows:

1. Equal Opportunity for staff with respect to employment and career development
2. Equal Opportunity for Service Users and Students.

We identify and monitor through Equal Opportunity the following equality issues throughout

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1 and 2 above:

- Race
- Cultural/Ethnicity
- Religious/Sectarian issues
- Disabilities

Recruitment and Selection of Staff

LITC believes in recruiting the best person for the job and acknowledges that discrimination could prevent this from happening. LITC therefore strive to ensure that nobody in its employment is prevented from achieving their full potential. Application for jobs is welcomed from both genders regardless of marital status, religious leaning, and age or ethnic origin. LITC fully considers applications by people with disabilities bearing in mind their particular aptitudes and abilities and the nature of the work involved. In furtherance of this policy therefore, LITC ensures fair treatment of all staff by:

1. Advertising all jobs in appropriate ways to attract the widest possible response from all sections of the community.
2. Examining recruitment procedures regularly to ensure people are selected on their abilities and merits.
3. Offering fair terms and conditions of employment to employees.
4. Ensuring facilities and practices are supportive of employees with family responsibilities.
5. Providing equipment and facilities to enable people with a disability to obtain a job or continue to work with LITC.
6. Ensuring that all staff are valued and respected, and are not harassed in the workplace.

Training

Training plays an important role in assisting staff to implement LITC's Equal Opportunities Policy and in developing their skills and potential. The purpose of training is to:

- Inform staff of the equal opportunity policy.
- Provide staff, especially supervisors and managers, with the skills and knowledge to implement the policy.
- Develop the full potential of staff, particularly those disadvantaged by discrimination.
- Encourage and enhance staff skills set without neglecting the ethnic minorities traditionally being underrepresented in the workforce.

Individual training records are kept in staff files for the purpose of monitoring training needs and training received by the staff.

LITC ensures that all members of staff are given opportunities to complete the required hours of continuous personal and professional development.

Promotion

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LITC has a system to monitor staff performance, appraisal and promotion. Employees are regularly assessed against expected work standards to identify opportunities that could enable them to improve their professional skills and personal contributions to LITC's Aims and Objectives:

1. Each employee undergoes a formal review of job performance annually.
2. The review is undertaken by the employee's supervisor who assesses the job performance along the following criteria:
 - a. General ability to do the job and appreciation of duties
 - b. Success rates and timely completion of tasks (where relevant)
3. Overall reliability, trustworthiness and ability to work alone
4. Absence record with particular reference to the number of unauthorised days taken
5. Personal relationships in particular with other staff
6. Personal relationship with service users (where relevant)
7. General appearance, dress and demeanour
8. Attitude and efforts applied to job duties
9. Verbal communication skills
10. Temperament, self-control, stability and ability to cope and make sound judgements under pressure and general reaction to, and management of stress
11. Leadership skills and guidance of others
12. Willingness to learn and undertake training

The result of the review is recorded on a staff Performance Appraisal Record Form which forms the basis of assessment for future training requirements, promotion or continuance of employment. The result of all Appraisals is recorded and kept in the employee's personal file.

Service users

Equal Opportunity in respect of

1. Observance of religious beliefs, customs and festivals which affect food/dietary preferences, personal care, worship and leisure activities.
2. Communication
 - a. Language
 - b. Physical impairments or disability which make communication difficult to understand, for example, speech impairments, partial/total loss of hearing or sight
3. Impairments or disabilities:
 - a. Loss of mobility (dependence on wheelchair, etc)
 - b. Frailty
 - c. Dementia
4. End of life care and death

We make sure that communication and language, physical impairments or disability, which make communication difficult to understand, for example, speech impairments, partial/total loss of hearing or sight, do not form a barrier between us and the service users that we

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deliver to. We therefore endeavour to engage employees from all ethnic backgrounds and those that are proficient in sign language, so that we are able to communicate at all times with our service users.

We also endeavour to deliver our services in accordance with all existing and future equalities legislation (including but not limited to: The Equality Act 2010).

Monitoring

We monitor the success of the Equal Opportunity policy through a review of data and records obtained from the following sources:

1. Questionnaires and surveys with learners, employers and staff.
2. Questionnaires given to staff in which we ask them about their perception of the Equal Opportunity policy, particularly where employees themselves are of an ethnic minority or are disabled.

We seek to know if there are any equality issues apparent in staff disciplinary records and exit interviews.

Recruitment and Enrolment of Students and Service Users

Our mission is to ensure that every student and service user is given the opportunity to maximise their potential regardless of their backgrounds and the removal of barriers to access is at the core of the work LITC does.

With regards to equal opportunity to access our programme, courses and opportunities, we aim to develop marketing plans that have disadvantaged groups at their centre and target hard-to-reach groups and communities.

All LITC service users receive a thorough IAG session upon enrolment to any of our programmes, they are also supported through a skill scan and initial assessment of their abilities and -where necessary- obstacles and barriers to full engagement with the selected programme.

A thorough assessment of the need for additional support allows LITC tutors to provide individually tailored learning and development plans that support each person in their journey to successful completion.

We aim to make all of our programmes and venues accessible and assess the needs for reasonable adjustment on an individual basis.

Reviewed by: Kum Chi

on 18/01/2023

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