

Equality & Diversity Policy

Best Practice Training & Development offers consultancy, skills training and professional certification for a wide variety of business and learner needs.

These services are offered to all organisations and individual learners where we have the skills and competence to be of assistance.

In providing access to Best Practice services, there is no discrimination whatsoever on the grounds of:

- Nationality
- Racial origin
- Language
- Culture
- Age
- Gender
- Sexual orientation
- Religion
- Disability

Our policy implements the legislation enshrined in the following Acts:

- Sex Discrimination Act 1975 and 1986
- The Human Rights Act 2000
- Race Relations Act 2000
- The Disability Discrimination Act 2005
- Equality Act 2010

This means that in the design and provision of programmes, we make every reasonable effort to ensure that our conduct and materials are free from bias and will not imply discrimination or cause offence to any group or individual.

All staff and learners are expected to:

- Treat all individuals fairly, with dignity and respecting different styles, skills and cultures
- Promote a work and education culture in which diversity is highly valued and embedded
- Ensure zero tolerance of all forms of discrimination, bullying and harassment
- Takes steps to resolve personal conflict as early, fairly and amicably as possible

Disability and Special Needs

In delivering programmes and services, we will attempt to accommodate and make appropriate arrangements for any learner with disabilities or special needs. This may include making changes to our standard programme documentation and making special arrangement for learner support, training and assessment.

Disclosure and Barring Checks

- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Best Practice complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- Best Practice is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of assessors/tutors. We select all learners for interview based on their skills, qualifications and experience.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application

process. We request that this information is sent under separate, confidential cover, to a designated person within Best Practice and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

- We ensure that all those in Best Practice who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

This Equality and Diversity Policy is made known to all our staff including all Best Practice consultants, trainers, assessors and all learners and course delegates.

The Equality and Diversity Policy is the responsibility of the Managing Director to implement.

This policy is reviewed annually by Best Practice.

If you feel that you have been unfairly treated or discriminated against in your workplace or by a member of Best Practice's own staff, then please put your complaint in writing to:

Managing Director
Best Practice Training & Development Ltd
First Floor, Centre Block
Hille Business Centre
132a St Albans Road
Watford
WD24 4AE

Date of Policy – 09.07.2018

Review date - 10.01.2019