

Focus Fitness – Equality & Diversify Policy

What are the key policy principles?

All Focus Fitness UK employed staff and learners joining and participating on our programmes, will be given equal opportunities in all aspects of employment and training irrespective of sex, marital status, disability, religion, faith, colour race, national origin, disability, trade union membership or non-membership, hours of work, nature of contract, social background, age, sexual orientation or gender reassignment, and will not be disadvantaged by conditions and requirements which cannot be shown to be justified.

Focus Fitness UK - People Responsibilities

Learners

You are responsible for:

- Ensuring that you are fully aware of this policy when joining or participating in any aspect of your learner journey

Tutors/Assessors

- Ensure you fully understand the full details of the E&D policy

Quality Manager & IQA

- Responsible for compliance and schedule
- To conduct any complaint in this area

What is the principle?

The principle

Focus Fitness UK is committed to promoting equality of opportunity for everyone, achieving a working and learning environment where nobody is discriminated against and everyone is treated with dignity and respect.

We will treat all employees, job applicants and learners fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status. We will not tolerate any form of discrimination by any member of our staff or learners

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| Policy title: | Equality & Diversity Policy |
| Version: | Three |
| Sponsor: | Dana Gunpath |
| Owner: | Mac Cleves – Quality Manager |
| Date: | 8 th May 2018 |
| Next review: | 7 th May 2019 |

What does this mean?

How do I know what discrimination is?

There are two definitions for discrimination:

- Direct discrimination – This is when someone is treated less favourably due to one or more of their protected characteristics. For example, if a job or learner application was rejected for a job or a programme because of their race, this would be direct discrimination.
- Indirect discrimination – This is when an unjustifiable rule is put in place that negatively affects individuals with a protected characteristic more than others. For example, if we had a requirement that staff and learners must be 5'9" or 175cm to get *any* job or programme with us, this may disadvantage women who are more likely to be shorter than men and this condition is unlikely to be justified.

Both direct and indirect discrimination are unlawful.

I'm not just a disability, I'm me!

If you are disabled or become disabled during your employment or learning with us, we encourage you to tell us about your condition so that we can support you in the workplace and classroom

We will discuss with you reasonable adjustments to your working conditions, role or classroom accessibility and resources which could be made to accommodate your disability.

Sometimes it may also be helpful for us to consult with your medical advisors to get more detailed advice.

Our commitment to you

In all that we do, we will ensure that:

- Any member of staff and learners no matter what your working status or training programme status, you will be treated fairly and with respect.
- Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.
- All employees and learners will be helped and encouraged to develop their full potential and your talents will be fully utilised to ensure that Focus Fitness UK is seen as the number one fitness training organisation in the UK as well as being the place for people to work.
- We will create an environment in which the contributions of all our staff and learner voice are recognised and valued.
- Every employee and learner is entitled to a working and training environment that promotes dignity and respect to all. No form of discrimination, intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.

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- We take appropriate steps to accommodate the requirements of different religions, cultures and caring responsibilities.
- We will continue to review all our employment practices and procedures to ensure fairness.
- This policy is fully supported by senior management.
- We will take reasonable steps to communicate the policy to you, for example through induction training and management training.
- Focus Fitness UK will also make managers aware of their responsibilities through appropriate training.
- In particular, all those involved in the assessment of learners for recruitment or promotion will be trained in non-discriminatory recruitment and selection procedures and techniques.

Breaches of the Policy

Breaches of this policy will be treated as misconduct or, in the case of serious breaches, gross misconduct.

Where appropriate, disciplinary action will be taken which could, in serious cases, lead to dismissal with or without notice or removal from a learner programme

You can be held personally liable as well as, or instead of, Focus Fitness UK for any act of unlawful discrimination.

If you believe that you have been discriminated against (or someone else has) you may raise a complaint informally through the Focus Fitness Quality Manager

This policy will be monitored and reviewed annually.

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