

Policy No: LIEURAPP22002

Policy Name: Equality, Diversity and Inclusion (EDI) Policy

1.0 Policy Statement

LI Europe Ltd ('employers') is an equal opportunity employer and is committed to a policy of treating all its employees, job applicants, trainees and apprentices equally.

It is the policy of LI Europe to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to race, religion, colour, sex, gender, age, national origin, disability, or sexual orientation.

The employer will appoint, train, develop and promote on the basis of merit and ability alone and in line with our Safer Recruiter Policy.

Employees have a duty to co-operate with the employer to ensure that this policy is effective to ensure equality, diversity and inclusion and to prevent discrimination. LI Europe will train employees to implement the policy to prevent abuse towards their colleagues or apprentices' and to ensure they are protected.

Disciplinary action will be taken against any employee who is found to have committed an act of improper discrimination. Serious breaches of the EDI policy will be treated as gross misconduct.

Employees must not harass or intimidate other employees or apprentices on the grounds of race, religion, colour, sex, gender, age, national origin, disability, or sexual orientation. Such behaviour will be treated as gross misconduct in accordance with the disciplinary procedure.

Employees or apprentices should draw the attention of their immediate superior to suspected discriminatory acts or practices.

Employees must not victimise or retaliate against an employee or apprentice who has made allegations or complaints of sex, gender or racial discrimination, or discrimination on the grounds of disability or sexual orientation or provided information about such discrimination. Such behaviour will be treated as gross misconduct in accordance with the disciplinary procedure.

Employees should support colleagues and apprentices who suffer such treatment and are making a complaint. A copy of our complaints procedure and contact details will be made available and the employee or apprentice will be given support throughout the process.

"This organisation is committed to Safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment".

2.0 Sources of Recruitment

The recruitment process must result in the selection of the most suitable person for the job in respect of experience and qualifications.

2.1 Advertisements

Recruitment publicity must positively encourage applications from all suitably qualified and experienced people.

When advertising job vacancies, in order to attract applications from all sections of the community, the employer will, as far as reasonably practicable:

- Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants of a particular sex, gender, or racial group.

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- Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular sex, gender, or racial group.
- Avoid prescribing any requirements as to marital status.
- Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular race or gender.
- The employer will not recruit new employees solely on the recommendation of an existing employee.
- The setting of age limits, as a matter of general recruitment policy or as a criterion of any specific job must be justifiable and non-discriminatory.

3.0 Selection Methods

The selection process will be carried out consistently for all jobs at all levels. The employer will ensure that this EDI Policy is available to all staff and in particular is given to all staff with responsibility for recruitment, selection, and promotion.

The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for the job in question.

3.1 Selection Tests

Selection tests which are used will be limited to questions relating to the particular job and/or career requirements. The tests will measure the individual's actual or inherent ability to do or to train for the work or career. Thus, questions or exercises on matters which may be unfamiliar to racial minority applicants or applicants of a particular sex or gender will not be included in the tests if they are unrelated to the requirements of the particular job.

The tests which are used will be reviewed from time to time in order to ensure that they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism.

3.2 Applications and Interviewing

All applications will be processed in the same way; LI Europe uses a recruitment scorecard to evidence selection criteria (Appendix 1).

The staff responsible for short listing, interviewing, and selecting candidates will be clearly informed of the selection criteria, and of the need for their consistent application.

Wherever possible, all applicants will be interviewed by at least two people.

All questions that are put to the applicants will relate to the requirements of the job.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel) this will be discussed objectively, without detailed questions based on assumptions about race, sex, gender, religion, national origin, sexual orientation, disability, marital status, children, and domestic obligations.

3.3 Promotion, Transfer and Training

The employer will take such measures as may be necessary to ensure the proper training, supervision, and instruction for employees in order to familiarise them with the employer's policy on equality, diversity and inclusion, and in order to help them identify discriminatory acts or practices and to ensure that they promote equality of opportunity.

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All persons responsible for selecting new employees, employees for training, whether induction or promotion training, or for transfer to other jobs, will have completed the Safer Recruiter Training and will follow the guidance to mitigate discrimination on sex, gender, or racial grounds and on the grounds of the employee's disability or sexual orientation.

Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory.

The promotional system will be checked from time to time in order to assess how it is working in practice.

When a group of workers predominantly of one race or sex/gender is excluded from access to promotion, transfer, and training and to other benefits, the promotional system will be reviewed to ensure that there is no unlawful, indirect discrimination.

Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider favourable candidates of all races, both sexes and all genders with different career patterns and general experience.

3.4 Apprenticeship Criteria

LI Europe will accept all candidates put forward from employers for apprenticeships ensuring they meet the specified criteria which is based on their accreditation of prior learning.

4.0 Terms of employment, benefits, facilities, and services

All terms of employment, benefits, facilities, and service will be reviewed from time-to-time, in order to ensure that there is no unlawful discrimination on the grounds of race, gender or marriage or any discrimination based on disability or sexual orientation.

5.0 Grievance, disputes, and disciplinary procedures

All allegations of sex or racial discrimination or discrimination on the grounds of disability or sexual orientation will be dealt with seriously, confidentially, and speedily.

The employer will not ignore or treat lightly grievances or complaints from members of a particular sex, gender, or racial group on the assumption that they are oversensitive about discrimination.

6.0 Monitoring equality and diversity

The employer will regularly monitor the effects of selection decisions and personnel practises and procedures in order to assess whether equal opportunity is being achieved. We will follow guidance to ensure all criteria is being met.

The employer will, from time to time, look at:

- The sex, gender, and ethnic composition of the work force of each department and changes in distribution over periods of time.
- The selection decisions for recruitment, promotion, transfer, and training, according to the sex, gender or racial group of candidates, and the reasons for those decisions.

The employer will, from time to time, review the selection criteria and personnel procedures to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful indirect discrimination. The employer will strive to ensure equality, diversity and inclusion, and will not discriminate by equality of outcome.

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7.0 Related Policies

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP22014 – Safer Recruiter Policy

LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

LIEURAPP22024 – Malpractice in Certification and Assessment Policy

LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director _____

Date _____