

Equality and Diversity policy (v2).

Written on: 01/04/23

To be reviewed 01/04/24

Introduction by the Director

The Nationwide Cycling Academy is committed to equal opportunities in its employment and development of staff, as well as in its services to clients including employers and trainees.

In line with the Equality Act of 2010. This policy aims to ensure that no applicant for employment, training scheme or existing employee or trainee or client shall receive less favourable treatment than any other on the grounds of sex, race, colour, nationality, ethnic origin, religion, age, marital status, sexuality, political belief, disability or irrelevant offending background. Furthermore, no job applicant, employee, trainee or client will be disadvantaged by conditions or requirements which cannot be shown to be justified.

This policy will be communicated to all staff, and will be referred to in all relevant documents such as advertisements and recruitment literature. In addition, NCA will ensure that all applicants for all posts and training schemes are made aware of this policy. It will also be made available to the community to suppliers of goods and services for NCA and to all the staff they employ.

To ensure the continued relevance and effectiveness of this policy, both the content and implementation will be reviewed annually.

The designated Equality Officer is - Pete Staley

This policy is accessible via the company website - www.ncagb.co.uk

Signed:

**JULIE WOODRUFF
DIRECTOR**

Our Commitment:

NCA is committed to achieving its equality vision of NCA being an equal society that recognises values and embraces all people, regardless of any differences. In respect of employment, this means that we are striving to have a workforce which is representative of our diverse community where everyone is treated with dignity and respect and selected on the grounds of aptitude and ability.

We want to ensure that everyone has equality of opportunity in employment, so that all employees are able to give of their best and do not suffer discrimination of any kind. To reach this end we have made the following equality commitments:-

- We will recognise and value the differences, skills, abilities and experiences that people bring into the workplace. We are committed to the workplace being free of harassment, bullying and discrimination and where people are treated with respect and allowed to develop their full potential.
- We are committed to having a workforce which is reflective of the local population.
- We will provide all staff with the training and development they need to enable us to achieve our equality objectives.
- We will monitor and act upon adverse trends or inequalities in employment.
- We will ensure that equal pay is fully implemented.
- We will have high satisfaction levels across all staff groups.

This policy is intended to help the NCA put these commitments into practice, and also ensure that we comply with relevant employment, equality and human rights legislation.

Breaches of this Equality Policy will be regarded as misconduct and could lead to disciplinary proceedings.

Who is covered by this policy?

This Policy applies to all NCA employees and freelance staff. By employees this policy includes in various parts people who are:-

- employed by the NCA
- or working for the NCA, but not under a contract of employment

Which equality characteristics are covered?

Under the Equality Act 2010 the following equality characteristics are regarded “protected characteristics”:

- race,
- disability,
- sex (gender),
- gender reassignment, age
- religion or belief,
- sexual orientation,
- marriage and civil partnership,

- pregnancy and maternity.

The NCA does however go beyond what is prescribed by law, and also recognises the equality characteristic of ‘caring responsibilities’.

Which employment practices are covered?

This policy covers all aspects of employment, including recruitment and selection, terms and conditions of work, pay and benefits, the availability of facilities eg. multi faith rooms, dress codes, training and development, grievance and disciplinary issues, and the treatment of employees when their contract ends.

Prohibited Conduct

Everyone has the right to be treated fairly, and with dignity and respect in the workplace. The NCA will not tolerate any form of prohibited conduct relating to employment on the grounds of a person’s equality characteristic (ie. race, disability, gender, gender identity, age, sexual orientation, religion or belief, pregnancy or maternity, marriage or civil partnership, or caring responsibilities). This includes:-

- direct discrimination,
- combined discrimination,
- discrimination arising from a disability,
- indirect discrimination,
- failing to make reasonable adjustments for disabled people,
- harassment,
- victimisation

Any complaints will be investigated under existing policies and procedures and may lead to disciplinary action being taken.

Management of Access arrangements

Access arrangements requests will be dealt with by the Equality Officer.

When enrolling on the course learners will be asked to detail any access requests.. On receipt of a request the Equality Officer will contact the learner in person making the request to discuss the specific requirements in each individual case. Once these requirements are established the the Equality Officer will either:

- a) Personally ensure that suitable access is arranged, or,
- b) Ensure the course tutor is fully versed in learners requirements.