

Equality & Diversity Policy

Introduction

Beacon East Ltd is an Education Business Partnership and Careers Guidance provider working across the East Region; predominantly in Norfolk, Suffolk and Essex areas. The company was set up to initially focus on CPD. Since 2007 the company has broadened its service offer and delivered numerous successful contracts. The company's mission is to develop 'meaningful relationships between education and business & industry'. This is achieved through a wide range of exciting activities, including student 'world of work' experiences, teacher CPD and Careers Guidance services. With every education-business link or careers activity the company aims to 'Engage, Enthuse and Embed' creating a long-term legacy rather than just a one off experience. Beacon East rarely works in isolation and works with a wide range of partners to deliver high quality services.

The company depends for its success and achievement of its strategic objectives on the determination and willingness of all parties to work in partnership. It is essential that all members of staff support this partnership ethic and implement it in their day-to-day working relationships, both within the company and with external partner organisations.

To this end, any member of staff / associates employed by Beacon East should carry out their work to the best of their ability and support each other within the company in carrying out contract work. In all circumstances, working relationships should be founded on mutual trust and respect.

The Equal Opportunities & Race Relations Policy of Beacon East is designed to eliminate unlawful discrimination in all business activities. These include, staff development and management, recruitment and selection of staff, and contracts with partners.

Beacon East's policy adheres to the following:

- The Sex Discrimination Act 1975 as amended by the Sex Discrimination Act 1980 and Employment Act 1989 and Equal Pay Act 1970
- The Disabled Persons Employment Act 1944 and 1958
- The Disability Discrimination Act 1995 as amended by the Disability Discrimination Act 2005
- Employment Equality (Religion or Belief) Regulations 2003.
- Employment Equality (Sexual Orientation) Regulations 2003.
- Employment Equality (Age) Regulations 2006.
- Equality Act 2007
- Race Relations Act 1976 as amended by the Race Relations Amendment Act 2000 and in accordance not to treat one group or people less favourably than another because of their colour, race, nationality or ethnic origin in relation to decisions to recruit, train or promote employees
- Observes, as far as possible, the Commission for Racial Equality's Code of Practice in Employment, as approved by Parliament in 1983, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to

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or sooner if there are changes in the nature/structure of the company or legislation requires.

encourage members of ethnic minorities to apply for jobs or take up training opportunities

Application to work with Beacon East

Beacon East will comply with its professional, ethical and legal responsibilities.

Beacon East will provide equal opportunities to those connected with the company in order to best serve the aims and objectives of Beacon East Ltd.

There must be no discrimination on account of disability, race, colour, religion, nationality, ethnic origin, gender, sexuality or marital status.

Beacon East will appoint, train, develop and promote on the basis of merit and ability.

All employees / associates have personal responsibility for the practical application of Beacon East's equal opportunities policy. All employees are expected to report to the directors behaviour by their colleagues that is contrary to the aims of this policy.

Special responsibility for the practical application of the company's equal opportunities policy falls upon the staff involved in the recruitment, selection, promotion and training of employees. These special responsibilities give rise to training need for which provisions will be made.

The Beacon East's grievance policy is available to any employee who believes that he or she may have been unfairly discriminated against.

Disciplinary action, as outlined in the company's discipline policy, will be taken against an employee who is found to have committed an act of unlawful discrimination.

Sexual or racial harassment will be treated as gross misconduct, and will be responded to in accordance with the company's harassment statement in grievance policy.

In the case of any doubt or concern about the application of the policy in any particular instance consultation with the directors should be sought.

Staff Development and Management

Beacon East is committed to a policy of treating all its employees/associates equally. No employee/associate shall:

- receive less favourable treatment or consideration on the grounds of disability, race, colour, religion, nationality, ethnic origin, gender, sexuality or marital status; or
- be disadvantaged by any conditions of employment or requirements, which cannot be justified as necessary on operational grounds.

To this end, members of staff / associates will receive training and support to carry out their responsibilities and deliver the aims and objectives of Beacon East.

- clear and achievable objectives will be set and progress reviewed every annually

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- written feedback will be provided following progress reviews.
- promotion and development will be on the basis of merit and ability.

Staff Selection and Recruitment

Beacon East is committed to a policy of treating all job applicants equally. No potential employee / associate shall:

- receive less favourable treatment or consideration on the grounds of disability, race, colour, religion, nationality, ethnic origin, gender, sexuality or marital status; or
- be disadvantaged by any conditions of employment or requirements which cannot be justified as necessary on operational grounds.

To this end, all posts will have clear job descriptions / SLAs, including detailed accountabilities, person specifications and job competencies

all job vacancies within Beacon East will be advertised

all job applications will be assessed for short-listing against criteria that are consistent with the post responsibilities i.e. those involved in short-listing for posts will not have access to the personal details of the applicants, e.g. name, address, age, sex, etc.

a consistent format of questioning will be followed in recruitment interviews

all appointments will be made on the basis of merit and ability

Contracts with Partners

Beacon East is committed to treating all delivery partners equally.

No delivery partner shall:

- a) receive less favourable treatment or consideration on the grounds of disability, race, colour, religion, nationality, ethnic origin, gender, sexuality or marital status; or
- b) be disadvantaged by any conditions of contract or requirements which cannot be justified as necessary on operational grounds.

To this end, only those partners who are on the list of approved suppliers to Beacon East will deliver contracts on behalf of Beacon East.

Partners will join the list of approved suppliers only when they have completed the appropriate application form and provided copy of various documentation, including equal opportunities policy.

Approval will require that partners support equal opportunities in their business activities and in particular when delivering contracted activities for Beacon East.

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Policy on Britishness - Introduction

As of September 2014, the DfE requires all schools to promote the historical and current values that underpin the national identity known as “Britishness”. Within this, all schools are required to ensure that the curriculum actively promotes a number of fundamental British values. We at Beacon-East support this work in schools.

British values are defined by the DfE as being:

- Respect for democracy and support for participation in the democratic process
- Respect for the basis on which the law is made and applies in England
- Individual liberty, support and respect for the liberties of all within the law
- Respect for, and tolerance of, different faiths and religious and other beliefs

In addition, Beacon-East believes that its values are inherently ‘British’ in that we aim to actively promote ensuring its work is effective in promoting these values and challenge staff, associates, clients and partners who express opinions contrary to British values.

Aims of this policy

To ensure that staff and associates at Beacon-East, as a result of an appropriate and professional approach to teaching, learning and personal development, can:

- Make judgements about how to behave appropriately, understand the consequences of their decisions and how those choices can impact upon themselves and others
- Have an understanding of, and respect for, the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different beliefs and faiths
- Take a full and active part in shaping the communities in which they live as creative, successful, confident and responsible citizens
- Recognise that whilst differences between individuals and groups should be tolerated, this should only happen when they are not at odds with the fundamental values, rights and laws of the wider community of Great Britain and Northern Ireland.

Responsibilities

- It is the responsibility of Management Team to ensure that the organisation’s activities enable the aims of this policy to be delivered
- It is the responsibility of the management team to ensure that this policy is reviewed regularly and that it continues to support Government policy
- It is the responsibility of all members of staff to act in a way that does not undermine the fundamental British values.
- In addition, the Teachers’ Standards require that teachers
 - show tolerance of and respect for the rights of others;’
 - do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs’
 - ensure that personal beliefs are not expressed in a way that exploit[s] a young person’s vulnerability or might lead them to break the law.’

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This policy, the law and professional conduct

Beacon-East is required to work within the framework of British Law and the standards that govern the teaching profession. Therefore, if activity that deviates from this policy and that breaches either British Law or the Teachers Standards is detected, and regardless of who is involved or where the issue originates, it is the responsibility of all to report that activity to the relevant authorities.

Members of staff who have concerns that relate to activities that appear to undermine the fundamental British values should raise them either as a Safeguarding issue.

The company contact for equality & diversity is Mark Bruhin who can be contacted at:

E Mail: mbruhin@beacon-east.co.uk

Tel: 01603 673340 / 07766 056330

Mark Bruhin is the first point of contact on any aspects of this policy document. Mark Bruhin is also responsible for dealing with equality & diversity enquiries.

Incident Report Template

Name and role of person completing this form:
Signature of person completing this form:
Date:

Incident

Date and time of incident:
Name/s of person/s involved in the incident and their organisation:
Description of incident:

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Witnesses (include contact details):

Reporting of the incident

Incident Reported to:	Date:
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How (this form, in person, email, phone):
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Follow Up Action

Description of actions to be taken:
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