




Equality and Diversity Statement

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<i>Signature</i>	



Croydon School of Accountancy and Management

EQUALITY AND DIVERSITY POLICY STATEMENT

Croydon Sam Core Values

- . Equality of opportunity and diversity
- . Trust, fairness, mutual respect and helping others
- . High expectations and high performance
- . Openness and integrity
- . Safe, healthy and sustainable study and work environments

Our Commitment to Equality of Opportunity and Diversity

Croydon SAM celebrates and values the diversity brought to its workforce and learner population by individuals and believes that we will benefit from recruiting staff from a variety of backgrounds, thus allowing it to better meet the needs of its diverse student population. We are committed to:

- **EQUALITY** - Working towards the elimination of discrimination in all forms;
- **RESPECT** - Treating all employees and students with respect and dignity;
- **SAFETY** - Providing a positive working and learning environment free from discrimination and harassment in relation to race, disability, gender, transgender, age, religion or belief and sexual orientation;
- **INCLUSIVENESS** - Building an environment that is truly inclusive and one that understands appreciates and values the diversity of each individual;
- **ACTION** - Incorporating actions that make people feel valued and able to fully participate in all aspects of study life.

Croydon Sam ensures that the working condition and learning environment is good and does not deny anyone the opportunities for development and progression in any form/way. In such an environment, everyone is able to fully participate, whether working or studying, free from unlawful discrimination, victimisation, prejudice, abuse or harassment. In order to achieve this, it is everyone's responsibility. Whether director, staff, students, visitors or other stakeholders (e.g. parents, employers,

etc.) to use appropriate behaviour, words and actions which treat others fairly and with respect in line with our ethos, values, policies and procedures.

Valuing diversity is about respecting, celebrating and valuing the uniqueness of each person, whether student or employee and fostering good relations between individuals. We all have different skills, talents and needs that have been moulded from our life experiences. In making constructive use of these differences, we build a community that achieves far more than a non-diverse community would achieve. Our drive for excellence is in team work because people are the most valuable resources within an organisation. In respecting diversity, we celebrate each person's contributions; in understanding our differences and sensitivities, we become stronger, more able to respond to challenges and achieve progress and success.

Equality and Law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, gender, gender reassignment, pregnancy, maternity, race sexual orientation, religion or belief, or because someone is married or in a civil partnership. These factors are defined as protected characteristics in the Equality Act 2010. Every possible step will be taken to ensure that individuals are treated appropriately and fairly and that objective criteria are used in:

- Staff recruitment and selection, training, promotion and career management,
- Grievance, disciplinary and managing performance procedures.
- Student admissions, choice of programme of study, assessment decisions,

Aims

We will embrace and comply with the relevant legislation such as the Equality Act 2010 and Public Sector Equality Duty in promoting the nine protected characteristics within our business.

We will:-

- Offer a responsive learning and development portfolio that provides apprentices with the knowledge, skills and understanding they need to live in a global society and to work in a competitive global economy including personal and social development and develops everyday functional skills.
- Provide impartial advice and guidance for all applicants, which takes into account any support needs and ensures placement on appropriate course / training programme.
- Provide teaching, learning and assessment methods, support and resources that meet the individual needs of our apprentices.
- Promote equality of opportunity and eliminate discrimination in the planning and delivery of our training services in terms of age, disability, ethnicity, gender identity, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment, marriage or civil partnership, health and income status.

- Promote good relations between individuals and groups and ensure that bullying, harassment and discrimination are not tolerated under any circumstances.
- Actively advance a culture of celebrating diversity and will maintain an inclusive learning environment of mutual tolerance for all. This includes raising the awareness of what is expected of apprentices, employees, partners and associates whilst they are working or studying with the company.
- Provide opportunities for apprentices to discuss issues and concerns if they feel that their expectations are not being fully met.
- Ensure that all staff attend regular equality and diversity training, as relevant to their job role.
- Provide regular training and development for staff.
- Tackle harassment relating to a person's age, disability, ethnicity, gender identity, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment, marriage or civil partnership, health and income status.
- Celebrate diversity through a range of events, activities and displays.
- Create a diverse and inclusive environment that values and celebrates difference, which all our apprentices feel welcome and empowered to succeed.
- Seek feedback from key stakeholders.
- Monitor participation on the basis of race, gender, disability and age group.
- Ensure that all incidents of bullying, harassment and discrimination are reported to and monitored by our Directors.

Implementation

It is the responsibility of all managers, staff, associates, partners and apprentices to uphold and implement this policy.

Monitoring and review

We will continue to monitor this policy through the collection and analysis of data and other evidence to support a regular cycle of equality diversity impact assessments through KPI reporting. The key KPI's that will be monitored in relation to this policy are:

Apprentices

- Admissions, applications made, offers made, enrolment, course and subject sector recruitment;
- Recruitment, retention, achievement and success rates by level and subject sector area.
- Attendance, bullying, harassment and discrimination, disciplinary action.

Staff Indicators may include: -

- Recruitment and selection: job applications, shortlists, appointments, job type and salary level;
- Progress: professional development and performance review and promotions;
- Training: staff applying for training, those receiving training, type of training attended, levels of satisfaction with training, meeting the access needs of: -
 - Staff with disabilities;
 - Bullying, harassment and discrimination;
 - Grievances;
 - Capability;
 - Disciplinary action;
 - Views of staff/staff satisfaction levels;
 - Leavers: reasons for leaving and undertaking of exit interviews / questionnaires

