

EQUAL OPPORTUNITIES POLICY

1. PURPOSE

Clearer Thoughts Limited is committed to equality of opportunity and dignity for all, both in the education and training services provided by the company and in the example which it sets as an employer of people. The company will at all times seek to promote these policies to all irrespective of their:

- Gender
- Marital status or domestic responsibilities
- Sexuality
- Race, colour, ethnic or national origin
- Religion
- Age
- Disability/learning difficulties

2. SCOPE

These statements apply to and affect the Directors, Senior Management and all existing and future staff of the company. Additionally, Clearer Thoughts Limited will strive to ensure that all clients receiving training will behave in accordance with company policies.

3. OBJECTIVES

Clearer Thoughts Management and all staff employed by the company will seek to:

- form judgements, make decisions and take actions according to the principle that all people deserve and should receive equal treatment;
- behave at all times as a responsible and fair corporate citizen;
- comply with the meaning, the spirit and the intention of all Acts of Parliament and statutory instruments relating to Equal Opportunities.

EQUAL OPPORTUNITIES GUIDELINES

This document supplements the company policy on Equal Opportunities. Its aim is to prompt staff of the company to actively address equal opportunities issues in order that the company is able to demonstrate that it is fully discharging its responsibilities both legally and ethically, to its staff and its students, both actual and potential.

Issues such as equal opportunities have the potential to be emotively and politically sensitive ones. Thus for the policy to be implemented effectively, there must be seen to be a genuine, positive and serious commitment from the organisation, and action must be taken if it is felt that unjustified disparities exist.

These guidelines are not meant to be comprehensive. They are meant to act as a prompt for action by all staff.

Staff Recruitment and Induction

The Directors and all persons responsible for recruitment and induction of staff will ensure that:

- the company's recruitment strategy reflects its commitment to equality of opportunity;
- shortlists are drawn up and appointments made according to pre-set, objective criteria, focused solely upon the suitability of the candidate for the post;
- all new staff undergo induction programmes in which they are made aware of the responsibilities under the company's Equal Opportunities policy;
- salary scales always reflect the principles of equal pay for equal work.

Staff Development

The Directors will:

- Keep abreast of all current legislation and ensure that company policy reflects its requirements;
- Provide regular training opportunities for staff to help them recognise the different needs of students in order to encourage the highest level of achievement;
- Ensure that the advice given to staff as to the choice of training courses and career development opportunities will explore all possibilities based upon the individual's abilities, without regard to traditional stereotypes.

Marketing

All persons involved in marketing the services of the company will:

- ensure that all marketing materials reflect the company's open recruitment policy encompassing gender, race, disability, age and special educational needs;
- devise strategies for marketing and targeting under-represented groups to encourage them to come to the company;
- ensure appropriate ethnic minority or community outlets are used to promote the company's programmes;
- ensure reference to the company's Equal Opportunities Policy is made in all publicity materials.

Recruitment and Induction of Individual (non-Corporate¹) Students

All persons responsible for recruitment and induction of students will ensure that:

- the company's admission systems are free from bias;
- pre-course guidance is available to all students to ensure appropriateness of provision;
- initial assessment procedures fully take into account the various experience and background of students;
- all students are aware of and have access to the company policies;
- advice is provided to students potentially eligible for financial support in their training;
- ethnicity and gender data are used to review applications and admissions and to identify trends that may become established;
- students undergo an induction process in which they are made aware of the full range of support available, their rights and responsibilities under the company policies.

Teaching and Learning

Directors and all persons involved in teaching and learning will:

- aim to ensure that programmes are sufficiently flexible to accommodate students with domestic responsibilities;
- ensure course teams monitor ethnicity and gender recruitment data on their programmes and, if appropriate, devise strategies to address imbalance;
- review attendance, withdrawals and achievements in the light of the student's background, age, gender or ethnicity and, if appropriate, devise strategies to address imbalances;
- ensure that course teams audit their material to ensure balance and appropriateness of content;
- ensure that assignments should not discriminate against any religion or culture;
- challenge the use of discriminatory language or behaviour by staff and by students;

- aim to source appropriate learning materials for the visually/aurally impaired;
- ensure tutorial support is available to all students;
- ensure that staff are aware of the need to accommodate students with varying abilities within a group.

4. **MONITORING**

The company will request and retain sufficient information to be able to report on the following:

Staff Recruitment and Induction

- Applications by gender, age, disability, ethnicity.
- Appointments by gender, age, disability, ethnicity.
- Number of staff undergoing Equal Opportunities training.
- Attendance on staff development by gender, age, disability, ethnicity.

Staffing

- Staff by gender, age, disability, ethnicity.
- Management by gender, age, disability, ethnicity.

Student Recruitment and Induction

- Application by gender, age, disability, ethnicity - by programme area.
- Enrolments on non-Corporate courses by gender, age, disability, ethnicity - by programme area.

Teaching and Learning on non-corporate ⁱ programmes

- Withdrawals, achievement by gender, age, disability, ethnicity: by programme area.

ⁱ Corporate/Non-corporate Delegates

The vast majority of Clearer Thoughts' delegates are nominated by their corporate employers. As such, Clearer Thoughts has no part in the nomination process and cannot ensure that employers are behaving with proper consideration of equality issues.

In the event that Clearer Thoughts runs "open" training events then they will ensure that their recruitment of delegates is non-discriminatory in any way.