



**BBE**  
TRAINING



A CITRUS GROUP  
COMPANY

# Equality & Diversity Policy

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# Equality & Diversity Policy

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## 1.0 Equality and Diversity Policy Statement

**1.1** BBE Training is committed to treating all members of staff, the public community and clients fairly and equitably regardless of race, colour, ethnic or national origin, gender, sexual orientation, age, religious or political beliefs, membership of professional associations or trade unions, disability, marital status, nationality, cultural background, HIV status, family responsibility and socio-economic standing or any other category where discrimination cannot be reasonably justified. BBE Training will ensure that no unjustifiable requirements or conditions are imposed that could disadvantage individuals on any of the above grounds.

**1.2** BBE Training believes that it must be proactive in promoting equality through the embracing, valuing and recognition of difference including cultural differences.

**1.3** BBE Training is committed to tackle all facets of inequality and discrimination, to create genuine equality of opportunity and promote good relations between people of different groups. In realising these commitments, BBE Training expresses its opposition to all forms of discrimination and its intention to take positive action in promoting equality and justice.

**1.4** BBE Training will take Positive Action including seeking and delivering adequate resources to implement this policy. In addition BBE Training will review the equality implications of its policies and procedures and monitor their outcomes.

**1.5** BBE Training intends to disseminate this policy widely to all staff and beneficiaries. In addition it will bring this policy to the attention of contractors, visitors and associates who will be expected to adhere to this and other associated Equality Policies and Procedures. BBE Training will strive to ensure that all adhere to the Policy in their work.

**1.6** This policy is informed by a number of key principles:

- Discrimination, whether direct or indirect, that is based on a person's gender, colour, race, ethnicity or national origin, disability, sexual orientation, religion or belief or any other irrelevant distinction is unlawful, unjust and a waste of human resources. BBE Training is committed to the elimination of unfair discrimination through the adoption of a Zero Tolerance principle and to the provision of equality for all, in education, training and employment.
- All individuals have a right to be treated fairly, with dignity and respect. Since collective group affiliations are often central to people's identities, fair treatment entails acknowledging cultural diversity and respecting cultural differences. The promotion of true equality of opportunity, embracing of diversity and the treatment of people with due regard and respect for differences requires monitoring, target setting and the development of programmes of positive action. Such programmes need to be regularly reviewed and revised when needed.
- BBE Training recognises that the creation of a truly inclusive project, where cultural diversity is positively valued and unlawful discrimination in all its forms is eliminated, will entail considerable and ongoing work, and require a wide ranging action plan which actively engages all clients and project staff, in order to meet legislative requirements BBE Training must ensure that the promotion of equality becomes central to the way the project works.



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## 2.0 Definitions

**2.1 Direct Discrimination** This occurs when a person is treated less favourably than someone else for reason of their gender, race, ethnic origin, disability, age, sexual orientation or religion or belief.

**2.2 Indirect discrimination** This occurs where a provision, criterion or practice is applied equally to everyone but the provision, criterion or practice puts or would put members of one group at a particular disadvantage and is not a justifiable means of achieving a legitimate aim.

**2.3 Victimisation** This occurs when someone is treated less favourably because of their involvement in a discrimination complaint.

**2.4 Harassment** This refers to unwelcome comments (written or spoken) or physical conduct based on gender, race, ethnic origin, disability, religion and/or sexual orientation. It violates a person's dignity and/or creates an intimidating, hostile, degrading, humiliating and/or offensive environment for them.

**2.5 Equality Impact Assessment** This refers to a detailed and systematic analysis of the actual or potential effects of a formal or informal policy, proposed policy, practice, criterion or service to determine whether it has a differential impact upon identifiable groups of people.

**2.6 Positive Action** This refers to a variety of measures designed to counteract the effects of discrimination and encourage members of under-represented groups to take advantage of opportunities. Unlike positive discrimination, which is unlawful in the UK, positive action is lawful. Examples include the provision of facilities to meet the special needs of people from particular groups in relation to their training, education or welfare; and the encouragement of applications from particular groups that are under-represented in particular areas of work.

**2.7 Zero Tolerance** This refers to a principle whereby behaviour, attitudes and language which may be deemed to be offensive, derogatory or discriminatory is not overlooked but challenged - with the aim of effecting change or redress.



## 3.0 Commitment

**3.1** BBE Training's commitment to Equality and Diversity is supported by recognition of the following:

- A successful Equality and Diversity Policy requires the active support of the whole project. BBE Training therefore intends to seek the commitment and involvement of all training staff, clients, Steering Group Committee members and sub-contractors in the implementation of the Equality and Diversity Policy through ongoing development activities and dissemination and sharing of updates regarding the Legislation and other relevant information
- In addition to being unjust, unlawful discrimination represents a waste of human resources, loss of opportunity for the maximising of individual contribution and talent and a denial of opportunity for individual self fulfilment. This is not only detrimental to BBE Training, but has a negative and damaging effect on the people involved in the training. It contravenes an individual's right to dignity at work.
- Discrimination erodes and violates a person's dignity and creates an intimidating, hostile, degrading, humiliating and offensive environment and this must and will not be tolerated
- BBE Training will encourage good practice in mainstreaming and effecting Equality of Opportunity and promotion of Diversity with internal networks and external organisations

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## 4.0 Responsibilities

### ORGANISATIONAL RESPONSIBILITIES

**4.1** BBE Training is ultimately responsible for ensuring compliance with the requirements of Equality Legislation and Regulations and will receive a progress report on the implementation of the Equality and Diversity Policy.

**4.2** BBE Training has responsibility for ensuring the implementation and review of the policy; ensuring that project staff, clients and external providers are aware of their responsibilities and accountabilities under the policy; and ensuring that any breaches of the policy are dealt with appropriately.

**4.3** BBE Training also recognises that it has a responsibility to ensure that the requirements of the Legislation are implemented through partnership and procurement arrangements. In relation to formal partnership activities with public, private and voluntary sector organisations, BBE Training will ensure that partners are fully aware of the training policy and also have in place appropriate policies and where appropriate are able to meet the general duties of the Legislation. In relation to procurement, BBE Training will seek to develop good practice in communicating the values, standards and expectations it has of suppliers and contractors with regard to all in/equality facets. Legislation currently requires that Race and Disability receive specific focus.

**4.4** All BBE Training Members have responsibilities for promoting equality and good relations between different client groups. These include: ensuring that any issues of discrimination and/or breaches of the policy are dealt with through appropriate procedures.

### MANAGEMENT RESPONSIBILITIES

**4.5** Management responsibilities in relation to equality and diversity entail within their respective sphere of responsibility the following:

- Actively participating in proactive measures, utilising a variety of tools including the Equality Impact Assessment Process
- Ensuring that bullying and harassment are not tolerated
- Ensuring that wittingly or unwittingly they are not carrying out or requesting to be carried out acts which may be deemed to be discriminatory
- Facilitating effective communication between BBE Training and clients by ensuring that information is cascaded/disseminated/distributed amongst the people for whom they have responsibility

### INDIVIDUAL RESPONSIBILITIES

**4.6** All staff and clients have a responsibility to co-operate in ensuring that the aims and objectives of the policy statement are achieved.

**4.7** All individuals have a duty to take reasonable steps to ensure that they encourage Equality and Diversity within BBE Training and to ensure that their actions do not contribute wittingly or unwittingly to unfair or discriminatory treatment of others.

**4.8** Individuals are encouraged to support colleagues who may be experiencing unfair or discriminatory treatment through bringing this to the attention of the perpetrator and/or by encouraging the recipient to take action through informal and formal procedures



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## 5.0 Assessing the Equality Impact of Policies

**5.1** The requirement to assess the impact of policies is a specific duty of the Race and Disability Equality Legislation. However, in order to embed best practice into all of BBE Training activities; consideration of the impact on equality shall form an integral aspect of all policy formulation and formal reports.

**5.2** BBE Training has confidence in its commitment to promote equality and good relations between different groups. To this end, BBE Training will regularly review policies and procedures to assess their impact on staff and clients from different groups, and will build consideration of Equality and Diversity Implications into its strategic planning and review processes.

**5.3** Assessing the impact of policies and procedures will be achieved through an inclusive and interactive process of Equality Impact Assessments which will initially include screening policies and procedures in consultation with members from different ethnic communities and Community equality groups

**5.4** The purpose of screening is to identify those policies and procedures that are likely to have a significant impact on identified inequality so that greatest resources can be devoted to these policies and procedures. As part of this review process, BBE Training will review each policy in relation to the following criteria:

- Is there any evidence of higher or lower participation or uptake by different groups?
- Is there any evidence that different groups have different needs, experiences, issues and priorities?
- Is there an opportunity to promote equality or good relations between groups in a better way by altering policy or practice, or working with others in the wider community?
- Is there any evidence from consultations with members from under-represented communities or from research that particular policies create problems for specific groups and is this disproportionate?

**5.5** If the answer to any of these questions is positive, then consideration will be given as to whether the policy will be subject to an equality impact assessment procedure. The screening process will identify priorities for equality impact assessments and lead to a timetable for conducting equality impact assessments.

## 6.0 Training, Awareness and Guidance

**6.1** BBE Training recognises that it needs to provide appropriate support to enable its staff, beneficiaries and external providers to act in accordance with the Legislation governing the Equality and Diversity Policy. This includes:

- Providing information on Equality Legislation and the implications for BBE Training policies, practices and individual responsibilities
- Ensuring that specific training and guidance is provided to those responsible for carrying out specific functions e.g. training.
- Providing guidance for all staff and clients on how to deal with allegations of discriminatory incidents and breaches of the Equality and Diversity Policy and associated Equality Policies.
- Ensuring that all staff are supported in implementing the Equality and Diversity Policy and making appropriate use of monitoring information
- Reviewing training events and staff development to ensure they embrace
- The values and principles of the Equality and Diversity Policy and associated Equality Policies.



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## 7.0 Complaints, grievances and disciplinary incidences

**7.1** BBE Training will take seriously any claims of discrimination or harassment, and any instances of non-adherence to the Legislation or not promoting the aims of BBE Training's Equality and Diversity Policy by project staff, clients or visitors.

**7.2** Those who believe that they have suffered discrimination, harassment or victimisation should raise the matter through BBE's complaints or grievance procedures as appropriate.

**7.3** Any instance of breach of the Equality and Diversity Policy and associated Equality Policies will be investigated.

**7.4** With regard to any breach of the policy by visitors, BBE Training will take appropriate action in relation to the nature of the incident which could also include activation of criminal proceedings

## 8.0 Publication Arrangements

**8.1** BBE Training is committed to putting its Equality and Diversity Policy into practice, and to meeting the requirements of the Legislation. It recognises that these are challenging objectives, and that their achievement will require strong leadership, training of project staff and clients consultation with internal and external communities together with regular assessment of action and progress. The Policy will be reviewed every twelve months, with an interim review if appropriate in light of changes to Legislation or priorities identified consequent to Equality Impact Assessment(s) being undertaken.

## 9.0 References

### EUROPEAN AND OR UNITED KINGDOM LEGISLATION

- Disability Discrimination Act 1995 (DDA)
- Employment Equality Regulations 2003 – Sexual Orientation and Religion or Belief
- Equal Pay Act 1970
- Health and Safety at Work Act 1974
- Legislation on Age Discrimination Employment Directive Equal Treatment comes into effect in October 2006
- Protection from Harassment Act 1997
- Race Relations Act 1976 (RRA)
- Race Relations Amendment Act 2000 (RRAA)
- Sex Discrimination Act 1975 (SDA)
- The Data Protection Act 1998
- The Freedom of information Act 2000
- Equality Act 2010 (+ Amendments 2011 )

### OTHER SOURCES OF INFORMATION

- Gender Trust [www.gendertrust.org.uk](http://www.gendertrust.org.uk)
- Europa Gender Equality [www.europa.eu.int/comm/employment\\_social/equ\\_opp/index\\_en.htm](http://www.europa.eu.int/comm/employment_social/equ_opp/index_en.htm)
- Age Positive [www.agepositive.gov.uk](http://www.agepositive.gov.uk)
- Home Office <http://www.homeoffice.gov.uk/rds/index.html>
- Partnership For Equality: Action for Higher Education, Joint Negotiating Committee for Higher Education Staff, JNCHES 2003
- Conducting Impact Assessments for Equal Opportunities in Higher Education: A Guide to Good Practice, HEFCE 2004
- Sex Equality in Higher Education – 30 Years after the Equal Pay Act, NATFHE commentary, NATFHE 2000
- Work-Life Balance Guidance for Higher Education Institutions JNCHES 2003 [www.ucea.ac.uk/work\\_life\\_balance.html](http://www.ucea.ac.uk/work_life_balance.html)
- The Department for Business, Innovation and Skills [www.bis.gov.uk](http://www.bis.gov.uk)



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## 10.0 Policy Review

- 10.1** This Policy was approved by: BBE Training Committee on:  
Date: ...Sept 2019.
- 10.2** Consultation has taken place with: BBE Training Committee on:  
Date:...March 2025.
- 10.3** This policy will be reviewed on annual basis or amended in the light of future legislation and/or case law
- 10.4** Responsible for Implementation and review of this Policy: All Directors of BBE Training Ltd
- 10.5** Date for next review: June 2026
- 10.6** Signatures:



**WAYNE TAYLOR**  
**MANAGING DIRECTOR - BBE TRAINING**

