





## Bottle Green Training Ltd (BGT) Equality, Diversity, and Inclusion Policy

### Review and revision dates

| Effective from: | Version | Description  |
|-----------------|---------|--|
| January 2018    | 1.0     | Original   |
| January 2019    | 1.0     | Annual review: No amendments                                 |
| January 2020    | 2.0     | Annual review: Amendments to quality and compliance managers |
| January 2021    | 2.0     | No amendments  |
| May 2021        | 3.0     | Amendments to implementation of policy                       |
| January 2022    | 4.0     | Annual review: no amendments required                        |
| January 2023    | 5.0     | Annual review: no amendments required                        |
| March 2023      | 5.1     | Re-branded   |
| April 2023      | 6.0     | Update: Inclusion of disability policy                       |
| January 2024    | 7.0     | Annual review: no amendments required                        |
| April 2024      | 7.1     | Update: formatting changes                                   |
| January 2025    | 7.1     | Annual review: no amendments required                        |

|                     |  |
|---------------------|--|
| <b>Review Date:</b> | January 2026 or as legislation requires              |
| <b>Published:</b>   | Learner induction<br>Tutor/staff intranet<br>Website |

|                                      |   |
|--------------------------------------|---|
| <b>Actions:</b>                      | <b>All updated policies will be emailed to the relevant bodies</b>  |
| <b>Company Directors Signatures:</b> |   |

## **EQUALITY & DIVERSITY AND INCLUSION POLICY & PROCEDURE**

### **1. Overview**

Bottle Green Training Ltd has established this policy to provide guidance on our principles in relation to equality and diversity within the company, across the delivery of learning and with all clients.

Bottle Green Training Ltd is committed to being an equal opportunities organisation and to influence learners, and employers to act similarly so that equality of opportunity and diversity is available to all.

Bottle Green Training Ltd will, through its commitment to equality and diversity ensure that all individuals are able to achieve their full potential and realise their goals irrespective of any of the protected characteristics, which are set out in the Equality Act 2010. These include:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

### **2. Scope**

2.1 The policy applies to all members of the Bottle Green Training Ltd community including:

- Potential employment applicants
- Governance panel



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- All employees, consultants, and guest speakers
- Potential learner applicants applying for a course.
- All learners

### **3. Specific Aims**

3.1 Bottle Green Training Ltd will pursue the five aims below to ensure:

3.1.1 Equality of opportunity and prevent any discrimination, either direct or indirect, in all aspects of the organisation's activity.

3.1.2 Equality in all aspects of service delivery and to ensure the organisations services are accessible to all who require them and are entitled to receive them.

3.1.3 Compliance with existing, and any future equality and diversity legislation, and to actively promote training and assessment services to underrepresented groups or disaffected individuals.

3.1.4 The organisation acts as a model for effective equality and diversity practices for clients, customers and sub-contractors including employers and work placement providers.

3.1.5 Bottle Green Training Ltd is responsive to the needs of all members of our client groups irrespective of disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation, age (within limits of schemes) or any other factor on which discrimination maybe based.

### **4. Training, Promotion and Engagement**

4.1 Bottle Green Training Ltd is committed to Equality and Diversity in employment and in the provision of its training and assessment services, ensuring equality of opportunity and fairness in all areas of employments and education, and in recognising and celebrating the value of diversity.

4.2 Bottle Green Training Ltd aims to appoint, develop and motivate people and create a working environment which encourages high performance, trust and co-operation between individuals and teams.

4.3 Bottle Green Training Ltd will continually strive to create an inclusive environment by recognising, valuing, and celebrating difference and appreciating that people with different backgrounds, experience and skills introduce new ideas and develop increased awareness and understanding within the college.



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4.4 Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

4.5 Access to training and development will be based on business need and all decisions relating to this will be made within the overall framework and principles of this policy.

4.6 The aim of the Bottle Green Training Ltd policy is to ensure that:

4.6.1 No employee, learner or applicant is treated less favourably on the grounds of disability, gender reassignment, marriage & civil partnership, pregnancy & maternity,

race, religion or belief, sex, sexual orientation, or age (except where age restrictions exist for certain programmes).

4.6.2 No person is disadvantaged by any conditions or requirements, which cannot be shown to be justified.

4.6.3 Bottle Green Training Ltd will make reasonable adjustments which help to make assessments fair for all.

## **5. Responsibility for equality, diversity, and inclusion**

5.1 The Quality & Compliance Managers (Jude Parry, Sarah Parkhouse, and Cheryl Hambleton) will be Equality and Diversity Champions. (EDCs).

5.2 Each member of staff and associate of the organisation will be required to read and adhere to this policy.

5.3 The policy forms part of the formal staff handbook issued with the contract of employment for staff, failure to comply could result in disciplinary proceedings.

5.3 The EDCs will be responsible for identifying the need for staff training and updating in respect of equality and diversity and inclusion. Should the need arise EDC's will arrange mandatory training in the most appropriate manner such as e-learning or attendance to workshop.

5.4 Senior Management Team (SMT) responsibilities:

- Monitoring relevant legislation and publicising latest information to staff and others
- Ensuring that staff are trained in the application of equal opportunities and diversity law policies.
- Preparing and delivering relevant training to staff and others
- Distributing the policy to any employers who request it.

#### 5.5 Staff responsibilities:

- Treat individuals fairly, with dignity and respect.
- Comply with all Bottle Green Training Ltd policies
- Report all incidents where a breach of equality and diversity has occurred.
- Promote the principles of equality, diversity, and inclusion to other staff and learners.

All staff are responsible for ensuring that this policy is embedded in their duties and functions and will champion equality, diversity, and inclusion as a matter of course.

Staff involved with learners will also verify the learner's awareness of equality, diversity and inclusion and discuss instances of possible discrimination and if necessary, take the appropriate action to resolve the problem.

#### 5.6 Learner responsibilities

- Treat all individuals fairly, with dignity and respect.
- Comply with Bottle Green Training Ltd policies, best practice standards and promote an inclusive environment where everyone feels safe.
- Report incidents where a breach of equality and diversity has occurred.
- Promote the principles of equality, diversity, and inclusion to other learners.

### **6. Implementation: Bottle Green Training Ltd as an Employer**

6.1 Bottle Green Training Ltd will comply with current legislation which forbids discrimination against employees on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex or sexual orientation, or any other factor on which discrimination may be based, in the areas of staff recruitment, career development and promotion.

6.2 Bottle Green Training Ltd will take steps to ensure that people from groups currently under-represented in its workforce are encouraged to apply for posts.

6.3 Family friendly practices will be considered and actively promoted during recruitment and personnel development.

6.4 The EDCs and SMTs will monitor and audit compliance with this equality and diversity policy on an annual basis and produce a brief report on effectiveness of the policy.

#### **6.5 Recruitment & selection**



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6.5.1 Staff recruitment and selection process, policies and practice are designed to ensure that when employment decisions are made, they are based solely on the skills and qualities required for the position and comply with all relevant employment legislation and best practice standards. BGT will not discriminate against people with disabilities at any stage of employment and will make reasonable adjustments for employees where necessary.

6.5.2 Job descriptions, where used, will be reviewed regularly and all job requirements will be reflected accurately within the document.

6.5.3 Bottle Green Training Ltd will adopt a consistent, non-discriminatory approach to the advertising of vacancies, and will not confine recruitment to areas, or media sources which provide only, or mainly, applicants of a particular group.

6.5.4 Short listing and interviewing will be carried out by more than one person where possible.

6.5.5 Bottle Green Training Ltd will not disqualify any applicant because they are unable to complete an application form unassisted, unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

6.5.6 Bottle Green Training Ltd will seek to ensure that employees with disabilities are considered for promotion according to their aptitudes, abilities, and qualifications, making any reasonable adjustments necessary to do so.

6.5.7 Bottle Green Training Ltd will ensure that assessments are carried out of the scope of reasonable adjustments which may be made to the workplace and its environment, so as to make it possible to retain an employee with a disability or to recruit a person with a disability.

6.5.8 Bottle Green Training Ltd will work with the landlord to make any reasonable alterations to BGT premises required to ensure that they are accessible and safe for people with disabilities.

6.5.9 Bottle Green Training Ltd will make reasonable changes to the workplace and to employment arrangements so that a person with a disability is not at any substantial disadvantage compared to a non-disabled person.

## **7. Implementation: Bottle Green Training Ltd as a training provider**

7.1 All employers and apprentice learners will be made aware of the existence of this Equality and Diversity and Inclusion Policy, and every effort will be made during recruitment to stress that programmes embrace equality, diversity and inclusion opportunities, and applications are welcome from all.



7.2 Copies of this Equality and Diversity and Inclusion policy will be made freely available to clients upon request.

7.3 Work placement providers, employers and sub-contractors will be required to conduct their undertakings within the guidelines of this policy.

7.4 Work placement providers, employers and sub-contractors must agree to this Equality and Diversity and Inclusion policy unless they already hold a similar written policy, which is acceptable to Bottle Green Training Ltd and meets the requirement of current legislation.

## **8.0 Monitoring**

8.1 The Equality and Diversity and Inclusion policy will be reviewed annually and on occasion earlier, if an amendment is required to reflect a legislative change, best practice standard or Bottle Green Training Ltd procedural amendment.

8.2 As part of daily business Bottle Green Training will monitor key areas, review policies and procedures and identify areas for improvement under the principles of this policy.

8.3 Bottle Green Training Ltd are committed to monitoring recruitment, selection, applicant, learner, and employment data to ensure there is no discrimination in any of the practices, and that there is continual improvement in the services being offered.

8.4 Results of monitoring procedures will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy.

Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

## **9. Complaints and investigations**

9.1 Complaints made to Bottle Green Training Ltd regarding unfair treatment or discrimination will be taken seriously and investigated within ten working days by a senior manager.

9.2 A report of such complaints and investigations together with action taken will be held on file by the organisation for three years.

## **EQUALITY & DIVERSITY WITHIN VETERINARY NURSING: Research project.**

Investigation into the diversity within Bottle Green Training Ltd in relation to the profession as a whole (January 2019)

Contacted



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- BVNA to discuss the E&D in relation to their publications, updated versions have been requested.
- RCVS – information has been requested relating to the ethnic diversity information collated from the enrolment forms. Information will be sent to us where legally allowed (GPDR). Was signposted to the VN Futures report which has identified action required to improve these areas.

On the whole 98% within the profession are white female leaving 2% being male, ethnicity not determined.

96.9% White

1% Asian/Asian British

0.3% Black/Black British

1% Mixed

7% other.

**As a college we support (as of Jan 2019), exclusive of students due to take finals:**

97% female and 3% male

one Sikh female student

Polish, Italian, Canadian and American diversity

VN Futures acknowledge and are working towards a route to change within the profession, highlighting the gender of nurses. Ethnicity/religion is difficult as religious beliefs may affect the choice of VN as a career.

We actively monitor the equality & diversity of our learners and work towards improving the uptake of the profession. BGT Ltd have attended schools and delivered hands on activities to Key Stage 2/3 children. We will always support any request or activities when called upon.

Sources:        BVNA / RCVS





### **Terms relating to disability.**

The Equality Act defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities”. People who have a disability, and people who have had a disability but no longer have one, are covered by the Act. The terms of the definition are further explained below.

#### **Impairment**

The definition covers physical impairments and impairments affecting the senses such as sight and hearing. It also covers mental impairments, including learning disabilities and mental illness (where a condition is recognized by a respected body of medical opinion).

#### **Substantial**

For an effect to be substantial, it must be more than minor or trivial; examples of substantial effects are: inability to see moving traffic clearly enough to cross a road safely, inability to turn taps or knobs, or inability to remember and relay a simple message correctly.

#### **Long-term**

These are effects that have lasted for at least twelve months, or are likely to last for at least twelve months, or are likely to last for the rest of the life of the person affected. Long-term effects include those which are likely to recur. For example, an effect will be considered to be long-term if it is likely both to recur and to do so at least once beyond the twelve-month period following the first occurrence.



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## Day-to-day activities

These are normal activities carried out by most people on a regular basis, and must involve one of the following broad categories:

1. mobility
2. manual dexterity
3. physical co-ordination
4. continence
5. the ability to lift, carry, or move ordinary objects
6. speech, hearing, or eyesight
7. memory, or ability to concentrate, learn, or understand
8. the ability to recognize physical danger.

## Particular cases or conditions

1. Severe disfigurements are treated as disabilities, although they may have no effect on a person's ability to carry out normal day-to-day activities.
2. Medication or equipment (such as an artificial limb) which helps an impairment is not taken into account when considering whether an impairment has a substantial effect. An exception to this principle is made in the case of people who wear spectacles or contact lenses which fully correct the visual impairment.
3. The Act covers progressive conditions where impairments are likely to become substantial, such as cancer, HIV infection, multiple sclerosis, and muscular dystrophy. The Act covers people with these conditions from the moment that there is a noticeable effect on day-to-day activities, however slight.
4. The Act does not cover people with a gene that causes a disability unless they actually develop the disability.
5. The definition covers people who have in the past had a disability which is covered by the Act. They are still protected if they have recovered, even if they recovered before the Act came into force. For example, people with epilepsy are protected by the Act even if they have not suffered an epileptic attack for several years, and someone who has suffered a nervous breakdown in the past is still protected against discrimination, even if subsequently he or she has fully recovered.