

DART is committed to providing a quality service to all customers and other stakeholders. To do this we need to constantly look for ways of improving how we work.

1. Overall aim

1.1 DART is committed to being an equal opportunities organisation and to influence learners, sub-contractors and employers to act similarly so that equality of opportunity and diversity is available to all.

2. General Statement

2.1 DART is committed to Equality and Diversity in employment and in the provision of its training and assessment services.

2.2 The aim of the DART's policy is to ensure that:

2.2.1 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).

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

2.2.3 DART will make reasonable adjustments which help to make assessments fair for all.

3. Specific Aims

3.1 DART 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 DART 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 may be based.

4. Responsibility for equality and diversity

4.1 The Quality & Compliance Manager will be Equality and Diversity Champion (EDC).

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

4.3 The EDC will be responsible for identifying the need for staff training and updating in respect of equality and diversity.

5. DART as an Employer

5.1 The organisation 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.

5.2 The organisation will take steps to ensure that people from groups currently under-represented in its workforce are encouraged to apply for posts.

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

5.4 The EDC 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.

5.5 Recruitment & selection

5.5.1 Our 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.

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

- 5.5.3 We will adopt a consistent, non-discriminatory approach to the advertising of vacancies and we will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
 - 5.5.4 Short listing and interviewing will be carried out by more than one person where possible.
 - 5.5.5 We will not disqualify any applicant because he/she is 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.
- 5.6 Training and promotion
- 5.6.1 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.
 - 5.6.2 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.
- 5.7 Monitoring
- 5.7.1 The Equality and Diversity policy will be reviewed annually and on occasion earlier if an amendment is required to reflect a legislative change, best practice standard or DART procedural amendment.
 - 5.7.2 As part of our daily business we will monitor key areas, review policies and procedures and identify areas for improvement under the principles of this policy.
 - 5.7.3 We are committed to monitoring both recruitment, selection, applicant, learner and employment data to ensure that we are not discriminating in any of our practices and we are continually improving the services we are offering.
 - 5.7.4 The results of any monitoring procedure 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.

6. DART as a training provider

- 6.1 All clients will be made aware of the existence of this Equality and Diversity Policy and every effort will be made during recruitment to stress that programmes embrace equality and diversity opportunities and applications are welcome from all.
- 6.2 Copies of this Equality and Diversity policy will be made freely available to clients upon request.
- 6.3 Work placement providers, employers and sub-contractors will be required to conduct their undertakings within the guidelines of this policy.

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

7. Complaints and investigations

7.1 All complaints made to DART regards unfair treatment or discrimination will be taken seriously and investigated within ten working days by a senior manager.

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