



# TKW Equal Opportunities Policy

## Scope

TKW recognises that everyone has a contribution to make to our society and a right to equal opportunity. TKW is therefore committed to promoting a best practice environment, where all individuals and groups are treated with respect and dignity. All staff, instructors, students and any related third party are required to adhere to this policy and to the requirements of the Equality Act 2010 (as amended from time to time).

All staff, instructors, students and any related third party are required to contribute to the effective implementation of this policy treating others equally and ensuring access for all. No one should feel threatened or degraded on the grounds of the following nine protected characteristics identified within the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. This policy aims to prevent and tackle all types of discrimination also identified through the Equality Act 2010.

<b>Direct discrimination</b>	Where someone is treated less favourably than another person because of a protected characteristic.
<b>Associative discrimination</b>	Direct discrimination against someone because they are associated with another person who possesses a protected characteristic.
<b>Discrimination by perception</b>	Direct discrimination against someone because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.
<b>Indirect discrimination</b>	Occurs when there is a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic.
<b>Harassment</b>	Behaviour that is deemed offensive by the recipient. Employees can complain of the behaviour they find offensive even if it is not directed at them.
<b>Harassment by a third party</b>	Employers are potentially liable for the harassment of their staff or customers by people they don't themselves employ, i.e. a contractor.
<b>Victimisation</b>	Occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.

## Objectives

Effective implementation of this policy ensures that we promote equal opportunities, eliminate discrimination, eradicate harassment and ensure access for all. This is achieved by:

- Ensuring that all staff, instructors, students and any related third parties are treated equally at all times.
- Ensuring all staff, instructors, students and any related third parties are made aware of this policy and any related responsibilities.
- Ensuring that all staff and instructors are responsible for creating an open and friendly learning environment.

- Ensuring that staff/instructor selection for employment, volunteering, promotion, training or any other benefit will be on the basis of aptitude and ability.
- Opposing all forms of unlawful and unfair discrimination.
- Taking any allegations or incidents of discrimination or any type of unfair treatment seriously and responding to them swiftly.
- Ensuring zero tolerance on any acts of discrimination on the grounds of the nine protected characteristics outlined within the Equality Act 2010.

It is the responsibility of the Board of Directors to ensure that this policy is published and accessible to all personnel, instructors, students and any relevant third parties.

## **Equality and Access Complaints**

Students have the right to raise any issues related to equal treatment or make a formal complaint via the TKW Complaints Procedure.