

motive8 IQ Equal Opportunities and Diversity Policy

motive8 IQ is committed to reducing discrimination and encouraging diversity. motive8 IQ accepts the spirit and intention of the various legislation, regulations and codes of practice which separately and collectively outlaw certain kinds of discrimination in selection, recruitment, induction, and programme delivery. motive8 IQ aim to ensure that learners/students are truly representative of all sections of society and that every student feels respected and able to give their best. motive8 IQ undertakes to ensure equality of treatment for all and aims to:

- a) Ensure no student is discriminated against treated less favourably for the following:
 - gender
 - gender reassignment
 - age
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - ethnic origin
 - colour
 - nationality
 - disability
 - sexual orientation
 - religion
 - social status unless it is a requirement of the qualification
- b) Raise awareness of diversity and equality
- c) Investigate and rectify, with due sensitivity and caution, any reported incidents of discrimination that are brought to the attention of management using an appropriate procedure.

Definitions and Protected Characteristics

Diversity means recognising, valuing and taking account of people’s different backgrounds, knowledge, skills and experiences, and encouraging and using those differences to make the way we work and learn more creative, efficient and innovative. Direct discrimination is treating a person less favourably than others due to their age, colour, creed, disability, marital status, race, religion, sexuality, social status etc. Indirect discrimination is the applying of a requirement or condition, which, although applied equally to everyone, is such that a considerably smaller proportion of a particular group can comply with it and it cannot be justified.

No learner, or anyone our organisation deals with, receives less favourable treatment because of their protected characteristics.

The protected characteristics are:-

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity

- Race (including colour, nationality, ethnic or national origin)
- Religion or Belief
- Sex
- Sexual Orientation

motive8 IQ Stance

In adhering with this stance motive8 IQ ensures equality of treatment for all by aiming to:

- Create an environment in which individual differences and the contributions of all learners/students are recognised and valued;
- Ensure every student learns in an environment that promotes dignity and respect to all and that no form of intimidation, bullying or harassment will be tolerated
- Review and amend all practices and procedures to ensure fairness
- Promote equality in the learning environment
- Ensure that any breaches of this policy and procedure are dealt with appropriately
- raise awareness of equality and diversity
- ensure that you are never discriminated against or receive less favourable treatment because of a protective characteristic
- acknowledge any issues that could be defined as discrimination, victimisation or harassment with an appropriately sensitive and prompt investigation
- comply with Active IQ in making suitable reasonable adjustments (<http://www.activeiq.co.uk/centres/guidance-for-centres>) which can apply to all of the listed protected characteristics

Your Responsibilities

Each and every one of us is a stakeholder in the success of this policy. We expect you to make a positive contribution towards maintaining an environment of equal opportunity throughout the organisation. Please make sure you observe this policy at all times. In particular, you have individual responsibility to adopt the following:

- Do not take unlawful discriminatory actions or decisions contrary to the spirit of this policy
- Do not discriminate against, harass, abuse or intimidate anyone on account of their protected characteristics
- Do not place pressure on any other learners to act in a discriminatory manner
- Resist pressure to discriminate placed on you by others and report such approaches to an appropriate member of staff
- Co-operate when we investigate, including providing evidence of conduct which may amount to discrimination
- Co-operate with any measures introduced to develop or monitor equal opportunity

Discrimination is not just treating one person less favourably than another. It can take place because:-

- Someone associates with a person with a protected characteristic;
- Someone is believed to possess a protected characteristic (even though they do not);

We expect you to treat, and be treated by, other learners and the people our organisation works with considerately and with respect.

Where You Encounter Discrimination

- Learners/students who are aware of discrimination of any kind or consider that they are being discriminated against should in the first instance consider whether it may be appropriate to raise their issue informally with the alleged discriminator, who may not be aware that their behaviour is causing offence. Alternatively, seek the help of a trusted colleague (e.g. a fellow learner or a trusted member of staff) and ask them to approach whoever has caused you offence.
- If discrimination continues, or you consider an instance to be particularly serious, you should consider who to highlight the issue with. For the majority of cases this will likely to be the tutor or assessor. Where it is not appropriate for an approach to be made to the alleged discriminator, or the student is unwilling to do this, they should consider to whom they should highlight their issue. In most cases it is envisaged this would be their guidance assessor/tutor. Where their guidance assessor/tutor is implicated in their concerns, they should approach their guidance assessor/tutor's line manager or a member of the HR Department.
- The manager with whom the matter is raised will either investigate the concerns raised or refer the matter, wherever possible with the agreement of the employee concerned, to a more appropriate manager. Whenever allegations of discrimination are made the manager must inform the HR Department.
- The result of the investigation into alleged discrimination will be communicated to you with information including the action taken and outcome highlighted if applicable or appropriate. It may not be appropriate to give details of any disciplinary sanctions applied.
- If you feel dissatisfied about the outcome of the investigation and you want to appeal, then you will need to contact the Internal Quality Assurance Manager with seven working days. Who will appoint an appropriate senior manager to review their concerns. The outcome of this review will be final.

Thank you for your contribution and commitment to making our policy work.