



Equal Opportunity Policy, (The Equality Act 2010)

LSET believes that an Equal Opportunity Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff and students based on:

- marital status (which includes civil partnerships),
- sexual orientation,
- religion, belief or lack of religion/belief

- race including colour, nationality, ethnic or national origin,
- work pattern,
- age,
- sex
- being or becoming a transsexual person,
- being pregnant or having a child,
- disability,
- socio-economic background,

LSET also believes that an Equal Opportunity Policy benefits to achieve dignity as well as contributing to providing the best possible services.

Aim of this policy

Communicate the commitment of the management team to the promotion of equality of opportunity in the Skills and Placement Centre.

LSET opposed to all forms of unlawful and unfair discrimination. All student applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

LSET recognises that the provision of equal opportunities in the workplace is not only good management practise; it also makes sound business sense. Our equal opportunities policy will help all those who attend this centre to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

To whom does the policy apply?

This Equal Opportunity Policy applies to all students and employees of LSET.

Equality commitments

We are committed to:

- Select and treat students solely based on merit, ability and potential, and to the eradication of unfair and discriminatory practices.



- Promote equality of opportunity for all persons
- Promote a good and harmonious working environment in which all persons are treated with respect
- Prevent occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfil all our legal obligations under the equality legislation and associated codes of practice
- Complying with our equal opportunities policy and associated policies
- Taking lawful affirmative or positive action (where appropriate)
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

Implementation

LSET Management has specific responsibility for the effective implementation of this policy. Each employee of LSET also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

To implement this policy, we shall:

- Communicate the policy to staff, job applicants, student applicants, relevant other individuals.
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff and students
- Provide equality training and guidance as appropriate, including training on induction and course activity.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices (e.g. staff and student newsletters, internet)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce
- Ensure that adequate resources are made available to full fill the objectives of the policy.

Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed annually, in consultation with the recognised professional bodies and action taken as necessary.

Complaints

Students who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures - a copy of these procedures are available from LSET administration office.

All complaints of discrimination will be dealt with seriously, promptly and confidentially.



[London School of Executive Training]

In addition to our internal procedures, employers and students have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under The Equality Act 2010:

Employment Tribunal- Public Enquiry Line: Tel. 08457 959 775

Employment Tribunal Central Office (England and Wales)
PO Box 10218
Leicester
LE1 8EG

However, students wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first. Every effort will be made to ensure that students who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may cause warrant dismissal.

Further information

The Equality Commission can provide advice and guidance on promoting equality of opportunity in the workplace and further information on a range of equality issues. Any information and advice to employers, service providers and individuals are free and confidential.

For further information please contact us:

Enquiry Line: 028 90 890 890 (for all information & advice enquiries)

Equality Commission for Northern Ireland

Equality House

7-9 Shaftesbury Square

Belfast BT2 7DP

Tel: 028 90 500 600 (Reception/Switchboard)

Textphone: 028 90 500 589

Fax: 028 90 248 687

Email: information@equalityni.org

Website: www.equalityni.org