

Equality & Diversity Policy

Accountancy Learning Ltd

Embracing and integrating equality and diversity is fundamental to our beliefs as a training provider and benefits the success of learners, employees and the growth of the organisation.

Accountancy Learning Ltd is committed to equality of opportunity both as an employer and as a training provider. Equality of opportunity means working to ensure that no learner nor member of staff receives less favourable treatment on the grounds of race, gender, age, ethnic or national origin, disability, marital status, sexual orientation, care responsibility, HIV status, trade union activity, political or religious belief, based on the latest guidelines provided by government legislation.

Accountancy Learning will:

- promote good relations among its staff and learners and will create conditions which contribute to the full development and potential of all
- create an environment which promotes equality of opportunity in education and employment that is free from unlawful discrimination, harassment or victimisation of any kind
- create a climate where staff and learners have the confidence to challenge acts and behaviour which contravene Accountancy Learning's Equality and Diversity Policy and the law
- respect equally all employees, learners and persons attending the premises
- judge fairly and appropriately each applicant to a job or to a course or for promotion at Accountancy Learning
- support appropriately and reward fairly each learner and employee
- provide training to staff on Equality and Diversity, in conjunction with our funding partners and will promote E&D routinely by including it in our tutor meeting agendas
- develop the understanding of E&D with learners through its discussion at learner reviews and the issue of the monthly Focus On newsletter

Equal Opportunities (Learners)

- We are committed to being an equal opportunities provider
- We value and encourage diversity
- We aim to develop all learners to enable them to progress towards meeting their objectives while in learning at AL
- We will not tolerate harassment or other unfair discrimination on the grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, mental health issues, age, faith or sexual orientation and will promote and abide by current government regulations

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- We will offer a range of study programmes in a variety of locations (including from home) for learners to access training. We will treat learners fairly in accordance with their needs and irrespective of their training arrangements

Equal Opportunities (Staff)

- We are committed to being an equal opportunities employer
- We value and encourage diversity
- We aim to develop all staff to enable them to make a full contribution to meeting our objectives and to fulfil their own potential on merit
- We will not tolerate harassment or other unfair discrimination on the grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, mental health issues, age, faith or sexual orientation and will promote and abide by current government regulations.
- We will promote the use of a range of flexible working patterns to enable staff to balance home and work responsibilities, and we will treat people fairly irrespective of the working arrangements. For more information about flexible working patterns, go to www.dti.gov.uk/er

Diversity/Religious Observance

The Company respects all religious faiths, beliefs and practices equally as they are represented within the workplace. All employees have the right, within the law, to religious freedom and to the peaceful practice and expression of their religious faith, including the beliefs, values and practices involved in them. As part of our culture is the expectation and requirement that religious groups and adherents of all faiths within the Company should accord full respect to the religious faith, beliefs, values and practices of others, and for those who subscribe to no faith.

The legitimate right of religious people, within the law, to religious freedom and the peaceful practice and expression of religious faith, should be demonstrated by consideration and by a concern for the freedom and dignity of those of differing religious faith and of those subscribing to none. In practice this implies:

- Respect for another person's expressed wish to be left alone;
- The avoidance of the imposition of religious views on individuals who are in vulnerable situations in ways which exploit these;
- The avoidance of violent action or language, threats, manipulation, improper inducements or the misuse of any kind of power;
- Respect for the right of others to disagree.

Disregard for any of the above will be considered a breach of the fundamental principle of respect for others and may constitute harassment.

Dress Code

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The Company welcomes the variety of appearance brought by individual styles, customs and personal choices. The wearing of items arising from particular religious norms (e.g. hijab, kippah, mangal sutra and clerical collar) is seen as part of a welcome diversity.

Religious Observance

For many religious people the daily practice of corporate, personal or private prayer is a primary responsibility and one of the ways in which religious practice constitutes and sustains a sense of personal identity. Adherents of a religion should advise their line manager, if they have any special requirements in this regard. Line managers are responsible for ensuring that if other staff or students are affected by an individual's spiritual needs, a reasonable degree of respect and understanding is exercised between them and a sensible solution found.

Where facilities are sought by employees, the Company will make reasonable effort to provide accommodation (with appropriate additional facilities, such as washing facilities, nearby).

Approved Absence for Religious Festivals

Appropriate and sympathetic consideration will be given by line managers to requests for leave from employees specifically wishing to participate in their religious festivals where these are not covered by UK Public Holidays. Good communication, well in advance of the festival in question is essential in fostering flexible and appropriate responses. Staff should advise line managers of leave requests for the coming year at the start of the leave year, or on joining the Company. Line managers should follow the normal holiday request format for granting annual leave and in exceptional circumstances, unpaid leave, to facilitate these requests.

Whilst such requests will not be refused unreasonably without adequate explanation, it must be appreciated that managers must always ensure the service to our customers does not suffer.

The Directors are responsible for this policy
There are no outstanding actions in relation to this policy.
The policy will be reviewed annually

The Directors
Accountancy Learning Ltd