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**CTT**

**EQUALITY, DIVERSITY & INCLUSION POLICY**

**2021/2022**

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| *At the time of publishing the following roles were held:* |
| SCITT LEAD | MRS. W. KENDALL |
| CHAIR OF THE CTT BOARD | MRS. V. HEPBURN-FISH |

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| Approved by1 |
| Name: | Mrs. V. Hepburn-Fish |
| Position: | Chair of the Board of Directors of CTT |
| Signed: |  |
| Name: | Mrs. W. Kendall |
| Position: | SCITT Lead |
| Signed: |  |
| Date: | July 2021 |
| Review date2: | July 2022 |

Equality, Diversity and Inclusion Policy

POLICY STATEMENT

CTT recognises that providing equality of opportunity, valuing diversity and promoting a culture of inclusion are vital to our success.

We want our staff and trainees to reflect the diversity of the regional, national and international communities that we serve and influence. We aim to be a place where people can be free to be themselves no matter what their identity and background.

By creating a working, learning and social environment in which individuals can utilise their skills and talents to the full without fear of prejudice or harassment, we aim to create a culture where everyone can reach their fullest potential.

We will ensure that equality is embedded in all our activities, policies and decisions and will work with our partners to share good practice. Key to this is our commitment to implementing a programme of activity to progress our equality aims and objectives.

SCOPE

This policy applies to all current and potential trainees and staff working at CTT, mentors, consultants and visitors who work on our premises. It covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex or sexual orientation as set out in the Equality act (2010)

COMMITMENT

Equality is at the heart of our work. Our aim is to make full use of the people’s talents and skills by creating and inclusive workplace culture where people from all backgrounds can work together with dignity and respect.

We will take active steps to fulfil our responsibilities and good practice by:

* Complying with legal obligations in a transparent manner.
* Publishing this policy widely amongst staff and trainees.
* Taking measures to eliminate discrimination.
* Taking action to redress any gender, racial or other imbalance including monitoring the recruitment and progress of staff and trainees.
* Fostering good relations between persons who share a protected characteristic.
* Promoting awareness and understanding of EDI matters among staff and trainees through policies, training and guidance.
* Engaging with staff and trainees in respect of changes which may affect their employment or studies.
* Ensuring that existing staff and trainees, as well as future applicants are treated fairly and judged solely on merit and by reference to their skills and abilities.
* Making sure reasonable adjustments are made, as appropriate, to enable disabled staff and trainees overcome barriers in the working, learning and social environment.
* Requiring that learning and teaching material, where practical, includes positive, diverse, non-stereotypical content.
* Ensuring staff and trainees are provided with appropriate tools so they feel confident to discuss EDI issues and raise concerns.
* Dealing with potential and actual acts of discrimination, harassment and bullying appropriately following CTT procedures and taking appropriate action where necessary.

RESPONSIBILITIES

* All members of the Board of SCITT Leads and CTT have a responsibility to promote EDI.
* The Chair, Vice-Chair and Board of SCITT have the ultimate responsibility to ensure that this policy is fully implemented.

IMPLEMENTATION, MONITORING & REVIEW

This policy will be monitored as follows:

* The SCITT Lead will collect and analyse monitoring data on staff and trainees with regard to recruitment, training and complaints and report this information to the QA committee annually.
* This policy will be reviewed on an annual basis to ensure that it reflects best practice and current legislation.

COMPLAINTS PROCEDURES RELATED TO EQUALITY, DIVERSITY & INCLUSION

CTT expects all members of its community to treat others equitably, with dignity and respect. Any members of CTT community who believe they have been discriminated against, harassed or bullied have a right to make a complaint free from victimisation or fear of retaliation.

When making a complaint, normally the matter should be raised formally in the first instance with the immediate supervisor, SCITT Lead, Chair of the Board of CTT, or Vice-Chair of the Board of CTT – using the following procedures, as appropriate:

* Trainee Appeals Procedure
* Trainee Complaints Policy, Procedure and Process
* Staff Code of Conduct Policy

Any member of staff or trainee may seek assistance and support from their trade union, the SCITT Lead, Chair & Vice Chair of CTT.

Making a complaint does not prejudice an individual’s right to make use of other procedures, including the Respect at Work or Study policies or Grievance procedures.

We aim to support and protect anyone who makes a complaint, or acts as a witness, under these procedures from victimisation or retaliation.