



## EQUALITY AND DIVERSITY POLICY

### Principle

Construction Training Assessments is committed to being a fair and inclusive employer which bases all employment decisions solely on merit. We will not tolerate unlawful discrimination against an individual on the basis of their gender, race, nationality, age, disability, religion or belief, sexual orientation, gender reassignment or any other irrelevant factor.

We value all differences within the workplace and consider both visible and non-visible differences to be key in developing an innovative and creative working environment. We recognise the benefits that a diverse workforce can bring in understanding the needs of a diverse customer and client base.

We are committed to complying with relevant employment legislation and codes of practice as a minimum benchmark. Wherever possible we strive to exceed legislative requirements by developing policies and procedures that help us to achieve our aim of being an Employer of Choice.

### It is the express policy of Construction Training Assessments that:

- All employment related decisions will be fair and transparent, based solely on merit and ability to meet the requirements of the job. This applies to external recruitment, internal selection and promotion, performance appraisal and training;
- Data relating to the composition of the workforce will be updated regularly to ensure that all management information is accurate;
- We will create a working environment where all employees are valued and respected for their unique contribution to the business and are not subject to inappropriate behaviour; and
- Immediate action will be taken against any employee, contractor, supplier or agency worker who does not comply with this policy and who does not behave in a way that promotes equality and diversity.

### Supporting Actions

#### Recruitment and Selection:

- Advertisement of vacancies will aim to be inclusive of all potential applicants by using a variety of media.; and
- All job descriptions and selection processes will be based solely on skills and attributes that are relevant to the role.

#### Employment:

Terms and conditions of employment and provision of benefits will not unfairly disadvantage any particular groups; and

Access to training, development and promotion opportunities will be equal for all and selection of these will be based solely on merit.

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### Procurement:

We consider the principles of equality and diversity to be a mainstream business issue and consequently will request that all suppliers/contractors demonstrate their commitment to the policy area when transacting with Construction Training Assessments.

### Anti-Discrimination

We will not tolerate discrimination, harassment, or victimisation on the grounds of any of the following issues:

- Race;
- Gender;
- Disability;
- Religion/Belief;
- Sexual Orientation;
- Age; and
- Gender Re-assignment.

### Relevant Definitions of forms of Discrimination

**Direct discrimination:** Less favourable treatment on the grounds of race, gender, disability, religion/belief, sexual orientation, age or gender reassignment.

**Indirect discrimination:** An apparently neutral condition that is applied equally to everyone but has a detrimental impact on a particular group.

**Harassment and bullying:** Any unwanted behaviour that has the effect of violating dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment. This includes jokes or banter and extends to work related environments such as work social events.

**Victimisation:** Unfavourable treatment specifically as a result of the individual making a claim or complaint of discrimination.

Name:- Amy Stevens

Signed:- 

Appointment:- Centre Director

Date: 1<sup>st</sup> March 2018

Review Date:- By 1<sup>st</sup> March 2019



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