



Policies

Railway Competence Group

Equality and Diversity Policy

We are committed to promoting equality and encouraging diversity in support of our apprentices, employees and contractors, and the Equality Act 2010. This policy sets out RCG 's commitment to ensuring that all individuals are treated fairly and with respect, and that no individual or group is disadvantaged or discriminated against on the grounds of any protected characteristic as defined by the Equality Act 2010.

Regardless of race, religion or belief, sex, sexual orientation, age, disability, gender reassignment, marriage, civil partnership, pregnancy, and maternity, Railway Competence Group will put in place and monitor policy and practices to ensure that all employees, contractors and other individuals we come into contact with are treated equally and with respect regardless of their circumstances.

This policy applies to all aspects of RCG 's operations, including but not limited to: recruitment and selection, training and development, promotion and transfer, terms and conditions of employment, and the provision of goods and services.

Employees and contractors

All Railway Competence Group management, staff and contractors are expected to adhere to this Equal Opportunities and Diversity Policy.

As part of the induction process, alongside our internal performance reviews, Railway Competence Group will provide staff and others involved in the development, delivery or awarding of End Point Assessments with relevant training and guidance to prevent discrimination or bias occurring.

It is the responsibility of all staff members to familiarize themselves with this policy and to work in compliance with it.

Stakeholders

Railway Competence Group expects their employers and training providers to offer apprentices equal access to training and assessment. A policy must be in place to ensure that such discrimination doesn't occur either directly, indirectly, or due to pressure from other bodies.

Where appropriate and allowable Railway Competence Group will also support and operate reasonable adjustments to promote access to EPA.

Dignity

We aim to support and sustain a positive working environment free of unsuitable or unacceptable behaviour for all employees. Staff and apprentices should treat each other with respect, courtesy, and consideration at all times. RCG will not tolerate behaviour that makes another person, or a group of people feel uncomfortable, vulnerable, or unsafe. We do not tolerate:

- Racist or sexist jokes or gestures.
- Racist or sexist graffiti.
- Intimidation e.g. use of social media, written, spoken or physical threat to influence the behavior of another;
- Racist clothing e.g. swastikas on jackets or caps.
- Physical assault.
- Verbal assault e.g. insults, swearing, disrespectful language;
- Threats.

- Pornographic or other offensive pin-ups displayed publicly or accessed through the internet or circulated via e-mail.

We work hard to ensure that apprentices, employees, contractors (all those we interact with):

- Have equal opportunities.
- Have full access to resources.
- Is fully respected.
- Feels welcomed.
- Treated in a friendly way.

Definitions

Equality

It is illegal to treat any person less favourably than another based on:

- Age
- Sexual orientation
- Religion
- Pregnancy
- Marriage
- Race
- Disability
- Gender
- Gender reassignment

Reference Equality Act 2010

Diversity- The visible and non-visible factors, such as background, culture, personality, and workstyle, as well as legally protected characteristics such as race, disability, gender, religion, sexual orientation, and age.

By embracing these differences, we can create a productive environment that uses everybody's talents to their full potential.

Inclusion -Inclusion is the involvement and participation of all, regardless of ability, background, or status.

Community Cohesion -Integrating new and existing individuals to get along well with different groups.

Discrimination - When someone is treated unfairly because of the person's race, disability, gender, age, sexual orientation, religion, pregnancy, or marriage.

Racism - Bad attitudes toward other nationalities, cultures or religions lead to violence, abuse, or disrespect

Bullying - Bullying is when one person or a group of people torment an individual in a cruel and threatening way.

Harassment - A harasser is someone who constantly bothers another individual.

Processes

We are all responsible for not discriminating against others. If you see/hear or are the target of any incidents where discrimination is present, please contact the Compliance Manager.

The Compliance Manager will ensure that the following steps are taken:

1. Records are kept of all complaints by RCG.
2. The Compliance Manager will acknowledge receipt of the incident/complaint within 1 working day.
3. The Compliance Manager will investigate the incident/complaint and respond within 7 working days. In the event the incident/complaint cannot be resolved within the timescale, the complainant will receive a written acknowledgement about who is dealing with their complaint and explain the reason for delay. On some occasions it may not be appropriate for RCG to investigate incidents/complaints, if this is the case the matter would be referred to the responsible employer or training provider for action.
4. An incident log will be kept of the complaints and outcomes.

Policy Review

This policy will be reviewed annually, and any necessary changes will be made to ensure that it remains up to date and fit for purpose. Reviewed 30/01/23.

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