THE ASSESSMENT AND TRAINING COMPANY LIMITED

EQUALITY AND DIVERSITY

Policy Statement

The Assessment and Training Company is committed to upholding and promoting equality and diversity, and respecting every individual's right to a balanced life both as an employer and also those to whom we deliver a service.

Underpinning policies and procedures

Equal Opportunity Policy

The Assessment and Training Company is committed to taking positive steps to reduce disadvantage experienced by individuals or groups and this is reflected in the policy .

Harassment and Bullying Policy

This policy outlines the provision of a working environment free from harassment and where individuals who believe that they are being or have been subjected to any form of harassment are encouraged to come forward knowing that their complaints will be handled with sensitivity and respect in order to resolve all issues.

Disciplinary Procedure

The Assessment and Training Company expects high standards of individual conduct and performance and we are committed to dealing promptly and fairly with any conduct and poor performance issues, which may arise.

Computer and Internet Acceptable Use Policy

Adherence to The Assessment and Training Company's Acceptable Use Policy outlines what is and is not acceptable in terms of how ICT within The Assessment and Training Company's premises is used.

Recruitment and Selection Policy and Procedure

This outlines best practice undertaken by the Assessment and Training Company when recruiting staff.

Policies and Procedures for the Employment of Staff

- **Staff Training and Development Policy**
- **Grievance Procedure**
- **Capability Policy and Procedure (including ill-health)**

These policies outline how staff will be treated in their employment relationship with the Assessment and Training Company.

Commitment

The co-operation of all staff, learners, employers and visitors is essential to ensure the success of these policies. The implementation of the aforementioned policies and procedures will take place at different levels.

- All Assessment and Training Staff are responsible for helping to ensure that individuals do not suffer discrimination and to promote equality of opportunity.
- Staff with responsibility for teaching, support and welfare of learners will have additional responsibilities to ensure that this is actively pursued.

The Assessment and Training Company is committed to opposing discrimination and promoting equality of opportunity. The services we provide will heighten awareness and encourage good practice amongst all learners and employers.