



Equality and Diversity Policy

This policy should be read in conjunction with our Disclosure and Barring Service Policy.

Practical Refrigeration Training Centre Limited (PRTC) believes in fairness, equality and, above all, values diversity in all dealings, both as a training provider and as an employer.

PRTC is committed to eliminating discrimination on the basis of:

- gender
- age
- disability
- race
- religion or belief
- sexuality or sexual orientation
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity

We aim to provide accessible services, delivered in a way that respects the needs of each individual and does not exclude anyone. We oppose and avoid all forms of unlawful discrimination, including:

- pay and benefits
- terms and conditions of employment
- grievance and disciplinary procedures
- dismissal
- redundancy
- parental leave
- flexible working
- training, promotion, employment selection and other developmental opportunities

Employees all receive a copy of our Handbook in addition to their Contract of Employment prior to commencing their employment to enable them to familiarise themselves with all aspects of this policy in more detail. A copy is also available to all on the Shared drive of the computer.

We strive to create a working environment free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all and where individual differences and the contributions of all staff are recognised and valued. Any breach of this is taken extremely seriously and, as outlined in our Handbook, will be dealt with as misconduct under our grievance/disciplinary procedures. Any instance of gross misconduct can lead to instant dismissal.

Students receive a detailed Induction Pack at the start of their course together with a briefing on their first day in conjunction with the Growth Company. All students also receive a copy of our Code of Conduct which is clearly displayed in classrooms and on their on-line portal on 'Learning Assistant'. This, together with related topics, including Prevent and Safeguarding, are further promoted through individual lessons and through the behaviours required to complete the course.

By encouraging an open dialogue between students, tutors and other members of staff, together with regular reviews, we aim to embed our equality and diversity values into everyday practice, policies and procedures so that equality and diversity becomes the norm for all.

We are committed to treating our clients, suppliers and anyone who has contact with PRTC under these principles. By demonstrating these beliefs PRTC aims to ensure that it develops a workforce that is diverse, non-discriminatory and appropriate to deliver training services. A copy of this policy can be found on our website.

In summary, the Company will strive to

Equality is about treating everyone the same, it is about ensuring that access to opportunities is available to all by taking account of differing needs and capabilities.

Diversity is about recognising and valuing differences through inclusion, regardless of age, disability, gender, racial origin, religion, belief, sexual orientation, commitments outside work, part-time work, perspective, opinions and personal values.

Review

An annual review will take place to ensure the policy continues to meet the needs of the company and its personnel, students and current legislation.