



EQUALITY & DIVERSITY POLICY

Introduction

TICA accepts that in society, groups or individuals can be disadvantaged in obtaining jobs, gaining promotion and being recruited for training. As a concerned employer whose reason for existing is the provision of training to those who work, or wish to work, in industry and commerce, TICA is committed to ensuring equality opportunity for all. The policy is stored on the TICA HR portal, staff are required to confirm acceptance of the document, any amendments to the document are automatically notified to all TICA staff.

Changes to the policy are discussed at Standardisation Meetings, daily and weekly team meetings and, if required, by the CEO at one of the bi-annual staff briefings.

This document sets out TICA's Equal Opportunity Policy. It will be strictly adhered to, except where there are legal limitations on employment to particular posts.

For the purpose of the policy, a candidate is defined as one who attends a TICA training establishment for training, testing or assessment or an apprentice undertaking an apprenticeship with TICA. This will include any temporary on-site location where TICA is undertaking assessments.

General Statement of Policy

TICA intends that no job applicant or employee, or applicant for apprenticeship training or candidate, shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, religion or creed, national or ethnic origin, or disability, nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

To this end TICA will:

Fulfil its social responsibility towards its employees, candidates and apprentices and the community in which it operates.

Recognise its legal obligations under The Equality Act 2010.

Review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted or trained and treated solely on the basis of their merits and abilities appropriate to the job.

Seek to give all employees equal opportunity and encouragement to progress within the organisation by implementing a positive action programme.

Distribute this policy statement to all employees and publicise it throughout the organisation and elsewhere as is from time to time appropriate.





The existence of this policy and its provisions are made known to all apprentices during their Personal Development sessions and during their induction period.

Provide facilities for any employee, candidate or apprentice who believes that inequitable treatment has been applied to him or her within the scope of this policy to raise the matter through the organisation's grievance procedure.

Provide to all employees, training which may improve their prospects within the organisation and which will enhance employees' understanding of the need for an equal opportunity programme.

Responsibility

All employees, candidates and apprentices have a responsibility to accept their personal involvement in the practical application of this policy but specific responsibility falls upon managers, supervisors and staff engaged in training, testing or assessment, and all who are involved in recruitment, employee, candidate and apprentice administration. Confirmation of apprentice, employer and TICA responsibility for Equality and Diversity is included in the Commitment Statement.

As part of our apprenticeship arrangements with employers and apprentices we ensure all parties are committed to offering equal opportunities as part of the formal commitment statement agreed and signed by all parties.

Equality and Diversity training is delivered to TICA staff by in house TICA training staff and by external trainers at standardisation meetings and as required on an ad hoc basis.