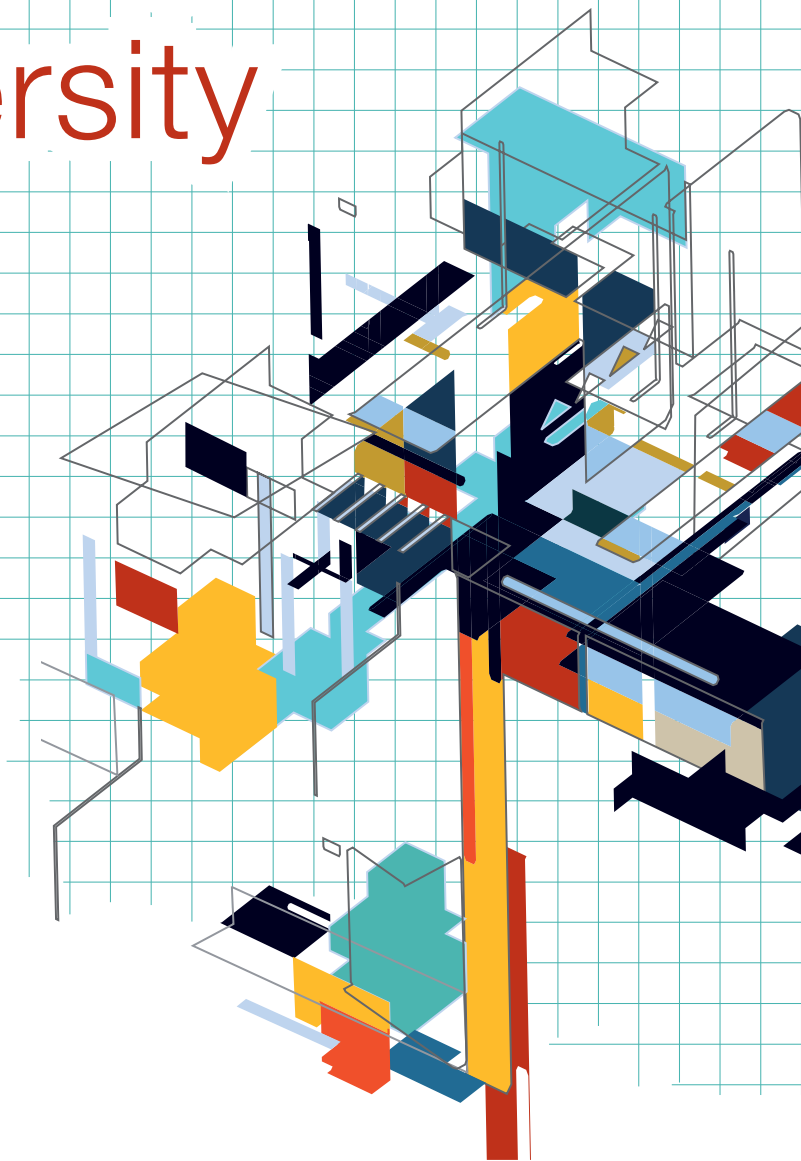


equality and diversity



on
site
Bristol

creating constructive careers

equality

Equality of opportunity means that you can expect to be treated fairly and with respect. You should never be unfairly discriminated against, bullied or feel threatened.

It also means that you must treat others with respect. You must not discriminate unfairly, bully or do anything that might stop them from getting the training they need.

Failure to follow our equal opportunities policy may result in disciplinary action that could lead to your dismissal.

In this booklet you will find the information you need to know about your legal rights and responsibilities.

Please make sure you read and understand it. You will find it helpful to keep it with your induction file so that you can refer to it when necessary.

When your Training Officer comes to review your progress s/he will focus on one particular area of this booklet at each visit.

“Equal opportunities means that you can expect to be treated fairly and with respect”

YOU MUST...

Actively support the promotion of equal opportunity by:

- Treating people with respect and not taking part in behaviour such as name calling, practical jokes or teasing.
- Respecting the differences in culture, ability, race, gender or sexual preference of colleagues and others.
- Seeking help with any problems that may affect your work and telling us quickly if you see problems affecting someone else.

WE WILL...

Make sure that you are treated fairly by

- Providing fair access to college and employment opportunities by using fair and open selection criteria.
- Making sure you have fair access to training and assessment.
- Listening to your views and making reasonable changes to training arrangements.



words

WORDS USED WHEN TALKING ABOUT EQUALITY

Diversity means that we are all different.

Equal opportunity means that no-one should be treated less fairly because they are different. For example because they are male or female, because of their skin colour, ethnic origin, disability, age, sexuality or religion.

Bullying means hurting, frightening or upsetting another person for example by hitting, kicking, calling names, spreading gossip or making fun of them.

Harassment means doing something that another person does not want and that makes them feel upset, offended or embarrassed.

Victimisation means treating someone unfairly because they have made a complaint.

Prejudice means making a judgement about people without knowing them. For example assuming that all bricklayers are men.

Discrimination means excluding someone or not offering them a job or training opportunity because they are different. For example because they are male or female, because of their skin colour, ethnic origin, disability, age, sexuality or religion.

progress reviews

Throughout your apprenticeship your Training Officer will discuss equality and diversity with you during progress reviews to help broaden your knowledge of this important topic.

The review will also be an opportunity for you to ask questions or discuss any issues. Please prepare for the review by re-reading the booklet.

if things go wrong

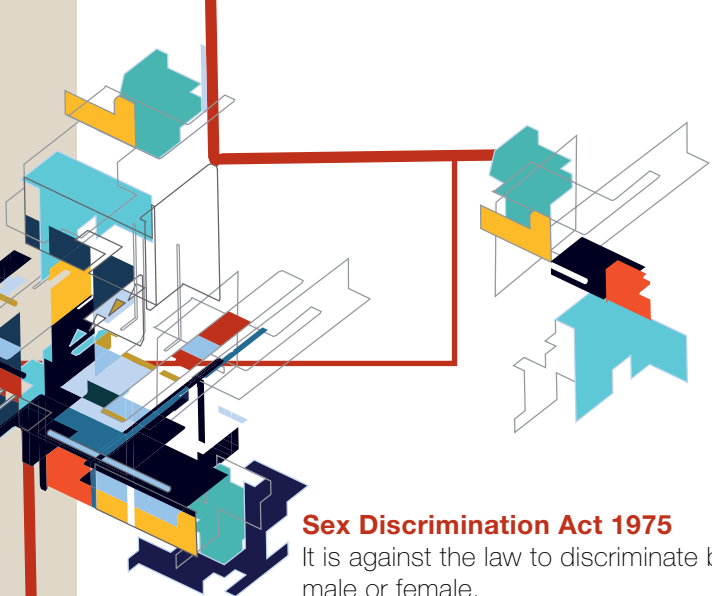
If at any time you feel you are being bullied or discriminated against and you wish to talk to someone or make a complaint contact your Training Officer on 0117 353 3480 or on their individual mobile number.

We will listen to you and take you seriously.

If you are not satisfied with the action taken, the matter will be referred to the Project Manager at On Site Bristol. You will find the Complaints Policy in your induction file.

If you are still not satisfied with the action taken you may refer it to the Learning and Skills Council West of England on 0117 372 6401

the law



Sex Discrimination Act 1975

It is against the law to discriminate because someone is male or female.

The Employment Equality (Sex Discrimination) Regulations 2005 Provides new definitions of indirect discrimination and harassment and explicitly prohibits discrimination on the grounds of pregnancy or maternity leave.

Race Relations Act 1976

It is against the law to discriminate because of someone's race, colour, nationality or home country.

Disability Discrimination Act 1995 protects disabled people from discrimination in terms of employment, access to buildings, goods or services.

Employment Equality (Religion or Belief) Regulations 2003

The Regulations make it unlawful to discriminate against employees because of their religion or belief.

Racial and Religious Hatred Act 2006 stops people from using threatening words or behaviour to stir up hatred against somebody because of what they believe.

Rehabilitation of Offenders Act 1974

The law means that some criminal convictions are "spent" after a certain amount of time, depending on how serious the offence. This can help when applying for a job.

Off the Record

Free advice, information and counselling for young people
Office: 0117 922 6747
Freephone: 0808 808 9120
Email: confidential@otrbristol.org.uk

Citizens Advice Bureau

Free confidential and impartial advice
T. 0870 121 2134

Childline

Free helpline for young people to talk about their problems
T. 0800 1111

Samaritans

Confidential and non-judgemental support 24 hours a day
T. 08457 90 90 90

Avon & Bristol Law Centre

Legal help and advice
T. 0117 924 8662

East Bristol Advice Services

Free, independent general advice
T. 0117 378 9200

North Bristol Advice Service

Free, independent general advice
T. 0117 951 5751

St Paul's Advice Centre

General, debt, benefits and housing advice
T. 0117 955 2981

South Bristol Advice Service

Free, independent general advice
T. 0117 985 1122

Bristol Drugs Project

Free, confidential drugs advice
T. 0117 987 1500

useful contact numbers

useful contact numbers

Brook Advisory Centre

Free, confidential sexual health advice
and services for young people under 25
T. 0117 929 0090

HUB

Housing help and advice for young people
T. 0117 914 1188

SARI

Support against racist incidents
T. 0117 942 0060

Bristol Debt Advice Centre

Independent, confidential and
free money advice
T. 0117 954 3990

ACAS

Advice and guidance about
employment rights
T. 08457 47 47 47

DIRECTGOV

Information about the law and your rights
<http://directgov.co.uk>

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