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EQUALITY AND DIVERSITY POLICY

**LONDON TRAINING AND EMPLOYMENT NETWORK
(LTEN)**

Last updated	November 2023
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INTRODUCTION

- 1.1. This document sets out the Equality and Diversity Policy of LTEN. It explains why equality and diversity are important to us, the basic principles we will follow, our equality and diversity policy and how we intend to implement, monitor, and review it. This policy is to be read in conjunction with LTEN's Equal Opportunities Statement and Disability Policy.
- 1.2. The Equality and Diversity Policy covers both the work we do with our clients and the procedures that govern projects that we manage on behalf of our delivery partners. Throughout this policy the term 'staff' applies to paid staff, trainees on work placement, interpreters, volunteers, and the members of the Board of Trustees/Directors of LTEN and our partner organisations.
- 1.3. This Policy sets out how LTEN intends to meet its obligations under the following legislation:
 - The Equality Act 2010
- 2.1. LTEN and its partners provide services mainly to disadvantaged people from diverse communities and believe that all our clients should be treated with understanding and respect. Our clients have the right to both appropriate access to our services and equitable treatment by our staff.
- 2.2. At the heart of what we do is the recognition of the oppression many of our clients face in particular asylum seekers and refugees because of their race, ethnic origin, religion or belief, nationality, membership of a particular social group or political opinion, and a commitment to combating it. We live and work in a society where racism forms part of the daily experience of black people and people from minority ethnic groups. For women, gay men and lesbians, bisexuals, transgender, older people and people with disabilities, these equality and diversity issues are also particularly acute.
- 2.3. This policy is an important public statement of LTEN's intent so that our staff and users can be clear about their rights and responsibilities and so that there are clear criteria against which our performance can be judged. However, we recognise that the creation of a genuine equality and diversity culture is a continuous process. We must strive constantly to achieve it.

KEY PRINCIPLES

LTEN updates: Jan 21, May 22, November 23,



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- 3.1 Equality and diversity are an integral part of LTEN and partner organisations' objects, beliefs, and strategic objectives.
- 3.2 LTEN and its partners will uphold equality and diversity:
- (a) in service delivery, by providing appropriate, sensitive and impartial services and being accessible to all especially, those from communities that suffer particular disadvantage in accessing training and work;
 - (b) by fostering a co-operative working environment which is free from harassment or victimisation and which promotes good relations among partners, to create the conditions for the partnership to realise its full potential;
 - (c) by employing and providing opportunities for disadvantaged groups in particular refugees and other ethnic minorities and in so doing develop a multi-cultural partnership which reflects the diversity of our clients and society;
 - (d) by promoting the values contained in the Policy in our relationships with other Partnerships and organisations.
 - (e) in employment, by ensuring that no job applicant, employee, volunteer or trainee is unfairly discriminated against on the basis of their gender, ethnic or national origin, religion or belief, age, physical or mental capabilities, marital status, sexual preference, social background, or organisation role
- 3.3 In implementing these principles, LTEN will ensure that it meets all the necessary legal requirements and strive to set standards of good practice that others will follow.

4. EQUALITY AND DIVERSITY POLICY

- 4.1. LTEN will adhere to the principles of equality of opportunity and adopt a partnership working approach in its endeavour to:
- (a) Develop and secure agreement on its Partnership Agreement
 - (b) Define and allocate roles within the partnership.
 - (c) Develop and implement systems for communicating with partners.
 - (d) Develop a policy and procedure for dealing with complaints.
 - (e) Support, monitor and guide the partners.
 - (f) Develop a strategy for sustaining the Partnership.
 - (g) Develop, implement, and review its policies.
- 4.2. LTEN and its partners will promote equality and diversity in staff recruitment,

LTEN updates: Jan 21, May 22, November 23,



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European Structural
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selection and development.

- 4.3. LTEN and partners will ensure projects publicity and promotional activities and materials are underpinned by the principle of equality of opportunity and take into consideration the diverse needs of clients.
- 4.4. LTEN and partners will ensure equality of opportunity and promote diversity in the delivery of its services.
- 4.5. LTEN and partners will endeavour to create a conducive environment that will ensure all staff and clients feel valued and are treated fairly.
- 4.6. LTEN and partners will ensure parity of outcomes for the diverse groups of clients.
- 4.7. LTEN and partners will develop and agree a framework for evaluating the partnership that takes into account the needs of the partners and assesses the impact of the work on the diverse groups of clients.

5. POLICY IMPLEMENTATION PROCEDURES

- 5.1. LTEN and projects' steering committees will ensure the policy, procedures and action plan are understood, supported and promoted by all partners and is applied to all activities.
- 5.2. LTEN and partners will ensure the Equality and Diversity Policy is understood and followed by their staff and implemented in their projects consistently.
- 5.3. LTEN and partners will ensure open and honest discussion of equality and diversity issues involved and create an environment where all staff and clients feel encouraged to air their views; express their concerns; learn from each other's experience and treat different perspectives and values with respect.

6. MONITORING AND REVIEW OF THE POLICY


- 6.1. LTEN will monitor the implementation of its Equality and Diversity Policy as part of the project monitoring process and report regularly to and advise the Partnership Board.
- 6.2. LTEN Board will review the Equality and Diversity Policy annually.

LTEN updates: Jan 21, May 22, November 23,



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6.3. The LTEN Board will oversee implementation of the policy and approve further action(s) to promote equality and celebrate diversity.

Signed: 

Name: REBECCA BROWN

Position: DIRECTOR/CHAIR BOARD OF TRUSTEES