

### Equal Opportunities policy

1. Learningline is committed to extending opportunity and equality of opportunity to both its clients and staff alike.
2. Learningline recognises that, as an employer and service provider, it has a responsibility to promote an equal opportunities policy, which aims to eliminate discriminatory behaviour. Learningline believes that the promotion of equal opportunities is synonymous with the development of good practice and contributes to the service it is providing to its diverse community.
3. Learningline will ensure that, as an employer and service provider, there is no discrimination (direct, indirect or victimisation), either conscious or unconscious with regard to service delivery, recruitment of staff, internal promotion or other issues surrounding the nature of the business on the grounds of gender, colour, race, nationality, ethnic or national origin, creed, disability, dependants, marital or parental status, political belief or social economic class, age, religion, disability, sexual orientation or disadvantage by conditions or requirements which cannot be justified. (Learningline has successfully been awarded the 'Positive About Disabled People' quality 'kite mark' for the second time by Jobcentre Plus.)
4. Learningline will ensure that all members of staff have equal access to opportunities within the organisation in terms of recruitment, training and promotion. Learningline is committed to creating an environment in which all its employees feel confident in their ability to address racist, sexist and other forms of discriminatory behaviour both internal and external to the organisation.
5. Learningline will expect its own employees and those employed by sub-contractors to champion people where there is discrimination and to challenge inappropriate behaviour or stereotyping. People will be supported in making informed choices with the promotion of equal opportunity in all Learningline activity.
6. Learningline will ensure that all services delivered by sub-contractors on its behalf are accessible to all clients.
7. The overall responsibility for this policy, and action plans, is with the Director who will ensure that they are reviewed and monitored annually to maintain their effectiveness.
8. Learningline will ensure that in fulfilling all aspects of its responsibility it will operate according to this policy.
9. This policy is developed in the light of current legislation and codes of practice, including the Equal Pay Act 1970, Sex Discrimination Act 1975, Race Relations Act 1976 (and Amendment Act 2000), Protection from Harassment Act 1997, Disability Discrimination Act 1995, Human Rights Act 1998 and Age Discrimination (code of practice).
10. A copy of this policy statement will be given to all employees and sub-contractors, and other reasonable steps will be taken to publicise and explain the content and spirit of this policy to clients.
11. Any person who feels that their equality of opportunity has been adversely affected by actions taken on behalf of Learningline are encouraged to take action as outlined in our **Complaints** and **Grievance** policies.