



**JOB SKILLS TRAINING
ASSOCIATION**

Registered UK Charity: 1207351

Equality, Diversity and Inclusion Policy Job Skills Training

www.jobskillstraining.org.uk



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1. Policy Statement

Job Skills Training is committed to promoting equality, diversity, and inclusion in all aspects of its work. We aim to ensure that no individual is treated unfairly or discriminated against on the basis of personal characteristics or circumstances. We actively promote a culture of respect, dignity, and equal opportunity for all.

This policy applies to employees, volunteers, trustees, learners, beneficiaries, partners, and members of the public.

2. Legal Framework

This policy is guided by the **Equality Act 2010**, which protects individuals from discrimination, harassment, and victimisation on the basis of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including ethnicity and nationality)
- Religion or belief
- Sex
- Sexual orientation

3. Our Commitment

Job Skills Training will:

- Promote equality of opportunity for all
- Eliminate discrimination, harassment, and victimisation
- Foster good relations between people from different backgrounds
- Ensure services are accessible and inclusive
- Challenge inequality and disadvantage where it occurs

4. Scope of the Policy

This policy covers:

- Recruitment and selection of staff and volunteers
- Access to training, services, and activities
- Partnerships and procurement
- Communications and marketing
- Governance and decision-making

5. Service Users and Beneficiaries

We are committed to ensuring fair and equal access to our services. No person will be excluded or treated less favourably due to protected characteristics or socio-economic background.

Where possible, we will:

- Make reasonable adjustments for people with disabilities
- Provide accessible venues and learning materials
- Offer additional support for individuals facing barriers to participation
- Ensure activities are culturally sensitive and inclusive

6. Employment and Volunteering

Job Skills Training will ensure that:

- Recruitment and selection are based on merit and suitability
- Job and volunteer roles are open to all who meet the criteria
- No applicant or worker is discriminated against
- Equal access to training and development opportunities is provided

7. Reasonable Adjustments

We recognise our duty to make reasonable adjustments for individuals with disabilities or additional needs. This may include:

- Adjusting learning materials or delivery methods
- Providing assistive technology or support
- Allowing flexible participation where possible

8. Harassment and Bullying

Harassment, bullying, or discrimination of any kind will not be tolerated. This includes unwanted conduct that violates a person's dignity or creates an intimidating, hostile, or offensive environment.

Any incidents will be taken seriously and dealt with promptly and fairly.

9. Complaints and Reporting

Anyone who feels they have been treated unfairly or discriminated against may raise a concern:

- Informally, by speaking to a staff member or manager
- Formally, by submitting a written complaint

All complaints will be handled confidentially, fairly, and without victimisation.

10. Responsibilities

- **Management Committee / Trustees** are responsible for overseeing compliance with this policy
- **Staff and Volunteers** are responsible for upholding the policy in their work
- **Participants and Service Users** are expected to respect others and comply with this policy

11. Monitoring and Review

We will monitor participation, feedback, and complaints to ensure equality in access and outcomes. This policy will be reviewed **every two years** or sooner if legislation or organisational changes require it.



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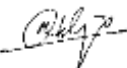
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12. Public Access

This policy will be made available to staff, volunteers, participants, and the public through our website or upon request.

13. Policy Approval

This Equality, Diversity and Inclusion Policy was approved by the Management Committee of **Job Skills Training Association**.

Signed: 

Name: Manash Mukherjee

Position: Chair

Date: 07th March 2025

Next Review Date: 07th March 2026

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