

2016

Equality & Diversity Induction Pack

A useful tool for raising awareness about
Equality and Diversity

This resource provides an induction and refresher package for staff working in a range of capacities for colleges, work-based learning providers, voluntary and community sector organisations, public sector bodies and in the private sector.

It can be used to form the basis of induction training or guided self study for new and existing staff, including temporary staff, volunteers ([trustees](#)) and people on work placement. In addition, it can be used flexibly to support delivery of equality and diversity sessions for those working directly with learners, service users, volunteers or staff.

It has the information you need to help you implement the new Equality Act effectively in your organisation.



Contents

	About the resource	5
	Context	5
	About the pack	6
1	Why is equality and diversity important?	7
	What do we mean by equality and diversity?	7
	Equality	7
	Diversity	7
	Why is it important?	8
	The case for equality and diversity	8
2	What does the law say?	10
	Who does the law protect?	10
	Protected characteristics	10
	What sort of discrimination is unlawful?	11
	Types of discrimination	11
	The organisation as an employer: What the law prohibits at work	14
	The organisation as a service: What the law prohibits in relation to service users	15
	The organisation as a further and/or higher education providers: What the law prohibits in relation to learners and applicants	16
	Lawful discrimination	17
	What else does a public body have to do?	18

5	Good practice ideas to help you meet your responsibilities	32
	Being more inclusive in what you say	32
	The problems with language	32
	Language related to age	32
	Language related to disability	32
	Language related to sexual orientation	34
	Language related to gender	35
	Language related to gender identity	36
	Language related to race	37
	Being more inclusive in what you do	38
	Showing respect for diversity	38
	Everyday good practice	39
	Challenging unacceptable behaviour	44
	Actions you could take	44
	Challenging using non-confrontational language	47
	Planning your future contribution	48
	Appendix: Further information	49
	Resources	49
	Legislation	49
	Further & Higher Education	50
	Useful websites	51

	Activities	54
	The consequences of NOT embracing equality and diversity	55
	Inequalities quiz	57
	Does the law protect them?	59
	Equality legislation quiz	62
	Equality and diversity case studies	66
	Familiarising yourself with your equality and diversity responsibilities	74
	Raising your equality and diversity awareness	82
	Is this an acceptable term?	85
	Encouraging respect for diversity	88
	Get better at challenging unacceptable behaviour	91
	Challenging in a non-confrontational way	93
	Equality and diversity personal health check	95

About the resource



Context

Many organisations, especially those associated with the public and community sectors. Wish to make fairness and inclusion fundamental to everything they do. This pack is designed to help them act on their commitment to:

- understand and meet the needs of all the individuals and communities they serve
- ensure that equality and diversity are fully integrated into the everyday activities of the organisation
- develop an inclusive culture in which everyone treats all colleagues and service users such as learners, customers and clients with equal dignity and respect
- take into account how new and existing policies, processes and practices could affect different groups
- encourage talented people from all parts of the community to join the organisation or use its services and achieve their potential
- value and support a diverse workforce through fair and transparent recruitment and employment policies, practices and processes.

This resource provides an induction and refresher package for staff working in a range of capacities for colleges, work-based learning providers, voluntary and community sector organisations, public sector bodies and in the private sector. It can be used to form the basis either of formal induction training or guided self study for new and existing staff, including temporary staff, volunteers and people on work placement. In addition, it can be used flexibly to support delivery of equality and diversity sessions for those working directly with service users such as learners, customers and clients, volunteers or staff.

About the pack

The pack has been developed as a practical toolkit to help staff meet their legal and professional obligations and follow a twin-track approach to equality and diversity: that of tackling inequalities and valuing diversity.

It aims to:

- remove any mystery and misconceptions and clearly explain the concepts of equality, diversity, inclusion and discrimination
- suggest simple strategies for supporting equality and diversity in everyday situations that staff at all levels can put into practice straight away
- offer practical advice on dealing with challenging situations in an effective way
- demonstrate how embracing equality and diversity creates a better working environment for everyone
- improve understanding and social awareness of why people behave differently and thus reduce the incidence of unwitting and unintentional discriminatory behaviour in the workplace.

The information in the pack is supplemented by a range of activities to help you test your understanding and apply your learning to your own situation. Many of the activities will kick start the preliminary thinking, planning and awareness raising processes you will need to embed equality and diversity into your area of work.

The following icons help to guide you around the pack.



Signposts you to another section of the pack where you can find out more on the topic



Signposts you to an activity to help you develop skills or plan your next move for promoting equality and diversity



Signposts you to the **Further information** appendix for ideas on where to find out more about the topic