



**Inspired Sisters**  
Equal Opportunity  
2005

# Opportunities Policy

## Our Statement on equal opportunities

1. Inspired Sisters wants to become an equal opportunities training provider. Our staff, trainees and employers are working together to making this happen. At Inspired sisters, people are regarded as individuals, and given the support they need to fulfil their own potential.
2. Discrimination means treating someone unfairly because of their background or who they are. We believe that discrimination should always be challenged. We want everyone associated with Inspired Sisters to be treated with respect and consideration.

## Who does this apply to?

3. Our policy on equal opportunities applies to everyone associated with Inspired Sisters. This means our staff, trainees, placement providers, employers and anyone we ask to work for us or with us.

## Who is at risk from discrimination?

4. At Inspired Sisters, we recognise that there are many reasons why a person could be discriminated against. Here are some of them:
  - Disability
  - Sex
  - Being a lesbian or gay man
  - Race, colour, nationality, ethnic or national origins
  - Religion, creed, belief
  - Responsibility for dependants
  - HIV or AIDS status
  - Age
  - Home address
  - Social or economic status
  - Criminal record
2. We appreciate that there are many other reasons why a person could be discriminated against. In fact, everyone can be at risk. We aim to protect all people associated with Inspired sisters against possible unfair treatment.

## Equal opportunities legislation and organisations

3. We recognise and abide by all acts of Parliament relating to equal opportunities, and ensure that staff, trainees and employers are aware of relevant legislation. These are the acts which apply:
  - The Human Rights Act (1998)
  - The Race Relations Act (1976)
  - The Sex Discrimination Act (1975 and 1986)
  - The Equal Pay Act (1970)

- Disability Discrimination Act (1995)
  - The Protection from Harassment Act (1997)
2. Where possible, we refer to specialists for advice on equal opportunities issues. We have a network of agencies we can turn to for support. The equal opportunities page on the ITeC web site contains links to the three main organisations. These are:
- The Commission for Racial Equality [www.cre.gov.uk](http://www.cre.gov.uk)
  - The Equal Opportunities Commission [www.eoc.org.uk](http://www.eoc.org.uk)
  - The Disability Rights Commission [www.disabilitycouncil.gov.uk](http://www.disabilitycouncil.gov.uk)

### **What we are doing to implement equal opportunities at Inspired Sisters**

- Staff and trainees receive training at Induction.
  - Staff who interview trainees receive Recruitment & Selection training.
  - Inspired sisters has an equal opportunities resource file accessible to all staff and trainees.
  - Equal opportunities literature is made available in most training rooms and communal areas.
11. We make sure that Inspired sisters staff, trainees and employers are kept informed about equal opportunities issues and have the chance to speak about their thoughts and concerns.
- Staff discuss equal opportunities at every monthly site meeting.
  - Staff, employers and trainees discuss equal opportunities at every eight-week review.
12. The progress and development of Inspired sisters staff and trainees is formally monitored. Issues relating to equal opportunities are recorded and action taken.
13. Wherever possible, Inspired sisters will try to resolve complaints relating to equal opportunities quickly and informally. However, if the informal process is not effective for any reason, both staff and trainees can use the formal Manchester City Council grievance procedure, which is explained to them at Induction.
15. Inspired sisters regards bullying as gross misconduct.
16. Inspired sisters has systems in place to record equal opportunities data and use it to monitor trainees' progress and to address issues of stereotyping.
17. Some professions are seen as dominated by males or females. At Inspired sisters, we think this is wrong and we are working with local agencies to change outdated views. We believe that all stereotyping is unfair and restricts the potential of employees and employers alike.
18. All Inspired sisters marketing materials are vetted to ensure they do not promote stereotyping. We aim to develop our marketing methods and resources to make sure they are accessible to all our client group.
19. Manchester is a multi-cultural society. There are thirty-nine different languages spoken in Manchester, and nine main ethnic groups. At Inspired Sisters, we are working to raise awareness of the services we offer to all local communities.

### **Alternative Formats**

21. In the future, we hope to make this document available in a variety of different formats. If someone you know has any requests regarding format please let us know and we will do our best to help.

### **Institutional Racism**

22. We hope our policy covers all areas of discrimination. Inspired Sisters recognises the threat of institutional racism, and we want to make clear that we will not tolerate racism of any kind.