

# The Performance Group

Maximising performance everywhere we can!



## HumanPerformance....developing skills since 2002!

**Please note:** References to **The Performance Group Limited** - from now on referred to as **TPGL** - include all brands, trading styles and trading names of the company.

**Equal Opportunities & Valuing Diversity:** TPGL supports the principles of equal opportunities and valuing diversity. TPGL has a zero tolerance policy of discrimination and actively requires the fair and ethical treatment of its staff, directors, contractors, clients and candidates ensuring this is reflected throughout its working practices and policies, in line with and beyond minimum legal requirements.

**Overview:** Learning programmes facilitated by Human Performance are either delivered to client's employees whereby access to the learning opportunity is controlled directly by that client or via our open access courses nationally through its Human Performance brand. Regardless of the route by which a delegate finds themselves on a Human Performance facilitated learning programme it is our intention that the following equal opportunities policy be applied at all times.

**Scope:** TPGL wishes to ensure good practice in the area of equal opportunity. Equality of opportunity extends to all aspects for the provision of learning opportunity delivered through Human Performance. This policy statement applies to all employees of TPGL; and as far as is practicable to all clients of TPGL. In issuing this equal opportunities policy TPGL seeks to achieve the following:

- To encourage all employees of TPGL and all clients to take an active role in combating all forms of harassment and discrimination
- To deter all employees of TPGL and all clients from participating in harassment or discriminatory behaviour
- To demonstrate to all candidates (and potential candidates) of Human Performance facilitated learning programmes that they can rely upon TPGL's support in cases of harassment or discrimination where it is reasonably practicable for TPGL to do so.

**Policy:** TPGL recognises and values the diversity of all candidates (and potential candidates) and will actively promote the richness that this diversity engenders. TPGL takes the commitment to equality of opportunity seriously and bases its relationships with employees, clients and candidates on mutual trust, respect and the appreciation of individual differences. This means that discrimination or harassment, whether directly or indirectly, on the grounds of age, gender, marital or civil partnership status, gender reassignment status, race, colour, nationality, ethnic origin, nationality, national origin, disability, sexual orientation, religion or belief will be opposed.

For avoidance of doubt, no candidate, (or prospective candidate), will be prevented from accessing a Human Performance facilitated learning programme - whether access to the programme is administered by a client or by TPGL through its open courses - on the grounds of age, gender, marital or civil partnership status, gender reassignment status, race, colour, nationality, ethnic origin, nationality, national origin, disability, sexual orientation, religion or belief.

### The following brands are all trading names of The Performance Group Limited

Human Performance	HR Performance	Recruit Performance	Retail Performance	World Wide Web Performance	Printing Performance
----------------------	-------------------	------------------------	-----------------------	-------------------------------	-------------------------

# The Performance Group

Maximising performance everywhere we can!



Any complaint against an employee of TPGL regarding a breach of this equal opportunities policy will result in a formal investigation under the disciplinary procedure outlined in the employee handbook. Serious breaches of this equal opportunities policy will be treated as gross misconduct and could render the employee liable to summary dismissal.

***Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination. Employees who commit serious acts of discrimination or harassment may also be guilty of a criminal offence.***

TPGL will only work with clients who subscribe to the principles, values and objectives of this equal opportunities policy. Where it is brought to the attention of TPGL that the principles of this policy are not being followed by a client organisation the Managing Director of TPGL will investigate the allegation with the client contact. The discovery of any such behaviour is likely to be considered a breach of TPGL's equal opportunities policy and could lead to a withdrawal of Human Performance facilitated learning programmes.

This policy will be communicated to all employees and clients and reiterated and reinforced at regular intervals.

### ***TPGL are committed to:***

- Promoting equality of opportunity for all
- Identifying and eradicating discriminatory actions and practices
- Valuing the diversity of its employees, clients and candidates
- Ensuring that, as far as practicable, candidates have a secure learning environment free from discrimination or personal harassment
- Responding promptly and effectively if discrimination and/or harassment should occur
- Expecting suppliers and clients to adopt a similar approach
- Ensuring access and equality of opportunity while safeguarding the integrity of its learning programmes, awards and qualifications by having rigorous processes and procedures
- Not creating unnecessary barriers to achievements
- Guaranteeing fair assessment for all candidates
- Take account of all current legislation in relation to equality of opportunity
- Regularly undertake reviews of policies and procedures with regard to equality of opportunity in line with legislation and regulatory criteria

### **Aims**

- To ensure that all assessments for TPGL learning programmes are in accordance with this equal opportunities policy
- TPGL will create a supportive environment in which candidates feel able to report any incident of discrimination/harassment
- TPGL will deal with any report of discrimination/harassment promptly

***The following brands are all trading names of The Performance Group Limited***

<b>Human Performance</b>	<b>HR Performance</b>	<b>Recruit Performance</b>	<b>Retail Performance</b>	<b>World Wide Web Performance</b>	<b>Printing Performance</b>
------------------------------	---------------------------	--------------------------------	-------------------------------	---------------------------------------	---------------------------------

# The Performance Group

Maximising performance everywhere we can!



## Definitions

**Direct discrimination** – This occurs when someone suffers a detriment in relation to his or her studying or assessment opportunities on the grounds of age, gender, marital or civil partnership status, gender reassignment status, race, colour, nationality, ethnic origin, nationality, national origin, disability, sexual orientation, religion or belief. Direct discrimination may occur even if it is unintentional. Examples of direct discrimination are:

- A woman with young children is refused the chance of a Human Performance facilitated learning programme because it is feared her attendance might be erratic
- A candidate is subjected to sexual innuendo or other offensive conduct of a sexual nature whilst attending a Human Performance facilitated learning programme
- A Sikh candidate is not permitted to enrol for a Human Performance facilitated learning programme because he may not 'fit in' with the existing (all white) class or vice versa

**Indirect discrimination** – This occurs where a requirement or condition is applied equally to all races or both sexes but a particular race or sex is less able to comply with the requirement e.g. if a Human Performance facilitated learning programme is only held on a particular day of the week this may exclude candidates from certain religious backgrounds from attending and therefore may be indirectly discriminatory.

**Victimisation** – This occurs if a candidate is treated differently because they have made a complaint of discrimination against another candidate.

**Harassment** – This is any unwanted verbal or physical behaviour that a person may find offensive and which may cause them to feel threatened, humiliated, patronised, distressed or harassed. It will not necessarily be a defence that such incidents consist of words or behaviour which might be claimed to be 'common place' or which were intended as a joke or were not intended to offend.

**Monitoring & Review:** All clients are encouraged, if they do not already do so, to produce and provide their own policy which encompasses TPGL's equal opportunities policy. TPGL will regularly review its equal opportunity policy to ensure that it is compliant with the law and that it continues to ensure fairness to all. It will also communicate with employees, clients and candidates as an aid to monitoring activities.

***This ongoing monitoring provides the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity across all Human Performance facilitated learning programmes. If changes are required, TPGL will implement them. TPGL will also make reasonable adjustments to its learning programmes, as far as are practicable, to overcome barriers caused by disability.***

**The following brands are all trading names of The Performance Group Limited**

<b>Human Performance</b>	<b>HR Performance</b>	<b>Recruit Performance</b>	<b>Retail Performance</b>	<b>World Wide Web Performance</b>	<b>Printing Performance</b>
--------------------------	-----------------------	----------------------------	---------------------------	-----------------------------------	-----------------------------