



LEIA EDUCATIONAL TRUST

DISTANCE LEARNING COURSE EQUAL OPPORTUNITIES POLICY

The aim of this policy is to communicate the commitment of the LEIA Educational Trust through the Education and Training Committee of the Lift and Escalator Industry Association (LEIA) and staff members to the promotion of equality of opportunity in all training opportunities given by the Committee.

It is our policy to provide equality of training opportunity to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins, being an Irish traveller)
- disability
- sexual orientation
- age

We are opposed to all forms of unlawful and unfair discrimination. All Candidates will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on admission, enrolment, tutoring, testing and certification or any other aspect will be made objectively, without unlawful discrimination.

We recognise that the provision of equal opportunities in all our training opportunities will benefit the industry.

LEIA is committed to the principles and practice of equality. We want our training opportunities to be accessible and useful to every Candidate regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

Equality commitments

We are committed to:

- promoting equality of opportunity for all Candidates
- promoting a good and harmonious learning environment in which all Candidates are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- fulfilling all our legal obligations under the equality legislation and associated codes of practice
- complying with our own equal opportunities policy and associated policies
- taking lawful affirmative or positive action, where appropriate
- breaches of our equal opportunities policy will be regarded as misconduct

Implementation

The Chair of the Education and Training Committee, through the trustees of the LEIA Educational Trust has specific responsibility for the effective implementation of this policy. We expect all involved with LEIA training opportunities to abide by the policy and help to create the equality environment which is its objective.

In order to implement this policy we shall:

- communicate the policy to Candidates by issuing to all existing, and new Candidates
- endeavour through appropriate training to ensure that we will not consciously, or unconsciously discriminate in the selection of Candidates
- incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of committee members
- incorporate equal opportunities notices into general communications practices.
- ensure that adequate resources are made available to fulfil the objectives of the policy

Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary.

Complaints

Candidates who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the LEIA Appeals Procedure (document DL-AProc). All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that Candidates who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Proven victimisation will result in disciplinary action and may warrant dismissal.

Complaints from others involved with LEIA training opportunities will be dealt with under the same procedures.

This policy is fully supported by the LEIA Education and Training Committee and was adopted on the date given below.

Signed

Date

Chair of the LEIA Education and Training Committee

Review Date