

Equality and Diversity Policy

1. Introduction

ASET is committed to providing a training environment which advances equality, diversity and inclusion and where everyone is respected, valued and supported.

This ethos is supported by our values which apply to everyone who attend ASET for training.

Our values are:

Commitment and Excellence

- Understanding and responding to the needs of our training delegates, staff and customers
- Being business-like and professional at all times
- Maintaining a clear focus on our goals and ensuring that these are achieved through effective planning and organisation
- Achieving excellence by continually evaluating and improving our training provision
- Ensuring our processes are consistent, accessible, effective and efficient

Empowerment and Engagement

- Creating an environment where innovation and creativity are encouraged and can flourish
- Providing clear direction, information and communication
- Providing development opportunities to ensure that we have the skills, knowledge and confidence to perform to the best of our ability
- Giving recognition and praise
- Encouraging and supporting collaboration

Respect and Diversity

- Valuing the experience and talents of all
- Treating others with dignity and respect
- Creating an accessible training environment

Additionally, ASET has legal obligations under the Equality Act 2010 to ensure the organisation is free from unlawful discrimination.

Specific Duties:

- Report on progress on mainstreaming the general duty into all functions
- Develop and publish a set of equality outcomes that cover all protected characteristics (or explain why not all protected characteristics are covered)
- Assess the impact of policies and practices against the needs of the general duty
- Gather and use information on employees
- Publish gender pay gap information
- Publish statements on equal pay for gender, race and disability
- Have due regard to the general duty in specified procurement practices
- Publish information in a manner that is accessible

ASET will not tolerate unfair or unlawful discrimination, harassment or victimisation of or by staff or delegates in any areas of its training activities.

1. Scope

The purpose of this policy is to establish clear guidance regarding equality and diversity and to communicate key principles, structures and monitoring arrangements. This will ensure that ASET advances equality and inclusion whilst adhering to legal obligations within its equality and diversity duty. This policy is applicable to all staff, delegates, visitors and contractors.

2. Implementation

The values and principles referred to in this policy are implemented through ASET's Equality Outcomes and associated action plan.

ASET will take steps to ensure that it actively advances equality and diversity.

ASET will take steps to ensure that it advances equality and diversity for:

Staff in:

- Recruitment and selection
- Staff development/ Continuous Professional Development
- Equal pay
- Work life balance
- Conduct
- Performance review
- Staff leaving ASET's employment

3. Environment and Facilities

The ASET International Oil & Gas Training Academy provides a welcoming, safe environment and state of the art facilities to all delegates and visitors attending the Academy.

ASET is committed to ensuring that:

- Accommodation is welcoming, accessible to all and appropriate for training and work
- We develop the best possible training environment for delegates
- The environment enables staff and delegates to observe and respect individual needs
- The environment is safe, secure and free from bullying, harassment and discrimination

3.1 Contractors and Visitors

Contractors and suppliers are bound by the terms and conditions under which they operate including the need to act in ways that are consistent with this policy. The procurement process to appoint contractors and suppliers will include a commitment to equality and diversity which is in line with this policy.

Visitors are required to behave in ways that are consistent with this policy and to seek advice and guidance from a member of the ASET Senior Management Team if they are unclear as to what is expected of them.

4. Responsibilities

Everyone attending the ASET Academy has responsibilities under this policy. There are responsibilities that are generic to both staff and delegates and there are some that are specific only to ASET staff.

It is everyone's responsibility to:

- Behave in a way that uphold ASET's Equality and Diversity policy and the policies and procedures associated with it
- Speak out or report any breaches of the policy to a member of the ASET Senior Management Team
- Think about and understand how their own assumptions and prejudices affect the way they behave towards others and then act appropriately

Delegates have a responsibility to:

- Conduct themselves at all times in a way that shows consideration for ASET staff and is not detrimental to the reputation of ASET
- Observe ASET's regulations at all times
- Show respect for ASET's environment
- Not behave in any way which is offensive to others and treat others with respect

Senior Management Team has a responsibility to:

- Ensure that their team work positively and promote Equality and Diversity and provide appropriate support
- Act as a role model to others
- Include Equality and Diversity as a measure in considering the quality and standard of what training is delivered
- Deal with any complaints related to Equality and Diversity or breaches of this policy promptly, fairly and objectively
- Work with others at ASET to ensure that the Equality and Diversity outcomes are achieved
- Promote an ethos and culture that reflects the commitments in this policy
- Maintain a programme of development and other events to keep staff up-to-date on their duties and responsibilities
- Understand their own role in fulfilling these duties

5. Equality Impact Assessments

An equality impact assessment is a process of documenting where consideration is given to ensuring that the policy, procedure or practice does not unlawfully discriminate, how it might better advance equality and if it might affect good relations between groups. ASET has a process whereby all proposed new or revised policies, procedures and practices are assessed for their impact on equality.

6. Monitoring

ASET will monitor its effectiveness in providing equality of opportunity through:

- Collation of data on staff recruitment, pay, succession, training etc;
- Analysis of responses to questions relating to equal opportunities on ASET questionnaires
- Analysis of delegate complaints
- Analysis of staff disciplinary cases
- Quality assurance and self-evaluation processes that incorporate a focus on equality

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Sign-off, authorisation and publishing	
Name:	Ms Fiona Bissmire
Position:	HR & Quality Assurance Manager
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