

Equality and Diversity Policy

BSL First is committed to supporting, developing and promoting equality and diversity in all of its practices and activities and aims to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect.

BSL First is committed to eliminating discrimination and advancing equality on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation and to fostering good relations between different groups.

This commitment supports the organisational principles of the company and upholds the ethos of establishing a culture based on dignity, courtesy and respect.

This is an overarching policy designed to outline the fundamental principles of BSL First's commitment to equality and diversity and will be supported by specific equality policies and action plans.

The policy applies to all students, applicants for training courses, all applicants for posts with the company, all staff employed on a full time or part-time basis, all staff on permanent or temporary contracts, freelance staff and sub-contractors undertaking work on behalf of BSL First, and all visitors.

It is incumbent upon all members of the BSL First community to behave with dignity, courtesy and respect and to act in a manner that does not unlawfully discriminate at all times.

Role of Students

- To actively encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy
- To support the aims of the BSL First Equality and Diversity policy
- To be aware of equality and diversity issues.

Role of Directors

- To ensure that recruitment advertising, selection and appointment procedures, performance management processes and disciplinary grievance processes are fair and transparent and are consistently applied.
- To monitor employment equality data and to publish the findings of monitoring activities, as appropriate.
- To investigate all matters of alleged discrimination, harassment and inappropriate behaviour promptly and thoroughly.
- To ensure that equality and diversity issues are considered as part of the curriculum planning processes.

Role of Teaching Staff

- To ensure that they work to promote equality and diversity as an integral part of the services they provide and the policies and procedures they both develop and apply.

Recruitment and Selection

Recruitment advertising will encourage applications from all sectors of the community reflecting BSL First's commitment to equality and diversity.

Recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates (subject to budget considerations).

Job descriptions, person specifications and recruitment advertisements will be written or signed on the basis of the essential and justifiable requirements of the position.

Shortlisting, appointment and rejection decisions will be transparent and justifiable and will be supported by either written or signed comments. It is the candidate's responsibility to commission a translation, if required.

All information contained in prospectuses, websites and other material used in the recruitment of learners should promote equality of opportunity.

All staff involved in the recruitment, selection and admission of students will have an awareness of equality and diversity.

Discipline and Grievance

Disciplinary and grievance procedures will be applied fairly and transparently for all staff.

Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

Bilingual Policy

BSL First operates a bilingual policy that requires all administrative documentation, including company policies, to be available in both English and British Sign Language.

BSL First reserves the right to produce any documentation, including assessment documents (such as assessment feedback), in either English or British Sign Language. It is the learner's responsibility to commission a translation, if required.