

# Equality and Diversity Policy



## Equal Opportunities Policy Statement

OCN Eastern Region is an equal opportunities organisation.

It is our aim that there shall be equal opportunities within this organisation and in all the services we provide and within our recognised centres and via the services they provide and so meet our legal responsibilities to prevent discrimination.

In particular it is our intention that there should be no discrimination on the grounds of a protected Characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

This policy will apply to the following individuals who will have a responsibility to comply with the intentions of this policy:

- OCN Eastern Region trustees and committee members.
- OCN Eastern Region employees.
- Associates (including External Verifiers, Moderators and consultants).
- Recognised centres (including centre staff, Assessors, Verifiers and administration staff concerned with our awarding organisation activities).

## In order to implement the policy we shall:

- Incorporate appropriate responsibilities and duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Provide equality training and guidance to our staff as appropriate, including induction training, as well as further on-going courses as identified in our staff development plan.
- Communicate, as appropriate, this policy to employees and all those associated with the services provided by OCN Eastern Region in particular centres.
- Ensure that any members of staff and/or consultants involved in any aspect of our qualification development and delivery arrangements comply with this policy. In particular that they identify any feature which could disadvantage a group of learners with a protected Characteristic and action is taken by OCN Eastern Region to remove any disadvantage that is unjustifiable.
- Ensure that the nature of any disadvantage that is deemed justifiable to the qualification or unit with reasons why the disadvantage is justified will be recorded. Any details of how the effect of any disadvantages will be mitigated, including using access arrangements, including reasonable adjustments, will be recorded.

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- Make every practical effort to ensure that materials, services and facilities are not only free from bias, but will also support employees, consultants, recognised centres and learners in maximising employment and personal development opportunities.

## Monitoring

OCN Eastern Region will comply with all current and relevant legislation and this policy will be monitored and reviewed annually. Relevant legislation at the time of writing includes, but is not limited to, the Equality Act 2010.

As part of the monitoring of learners registering for OCN Eastern Region qualifications and accredited courses we will collect information on any feature which could disadvantage a group of Learners who share a protected Characteristic, requests for special considerations, access arrangements and feedback from learners, centres and other stakeholders.

All relevant issues identified that suggests our provision or services may have unnecessarily impacted on learners will be reported back to the Director of Quality who will be responsible for leading on introducing amendments to provision and/or services where necessary and in accordance with our internal procedures for developing and reviewing units and qualifications.

Details of the outcomes of each review will be made available to the qualification regulators upon request.

## Contact details

If you wish to discuss any aspect of this policy and/or have a related query please contact our support team by:

Telephone: 01206 873023  
Email: [enquiries@ocner.org.uk](mailto:enquiries@ocner.org.uk)  
Fax: 01206 873956  
Post: OCN Eastern Region, John Tabor Building, University of Essex, Colchester, Essex, CO4 3SQ.

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