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The University also understands the importance of the Data Protection Act 1998 in relation to the collection, monitoring and usage of personal data.

Advancing Equality

Our project will:

- Seek to remove or minimise disadvantages suffered by people due to their protected characteristics
- Take steps to meet the needs of people from protected groups where these are different from the needs of other people
- Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low
- Improve awareness/ dialogue between people from equality groups

PART B. THE IMPLEMENTATION PLAN

i) Staff working the project.

All new staff working on the project will undergo mandatory equality and diversity training, which will be recorded at annual performance and development reviews. Project partners will monitor the diversity profile of their staff and seek to identify, and where possible address, areas of significant under representation.

A bi-annual review will be undertaken to monitor the makeup of the project team and the approach it is taking to support the aims of the equality policy and implementation plan.

ii) Participants benefitting from the project

a. Promote equality between men and women

The programme will be promoted and marketed to all people in employment in D2N2 priority sectors, with an emphasis on SMEs. Project publicity will make no distinction between men and women, and will not discriminate on the basis of any protected characteristics. Programme publicity material will include images of both men and women. Similarly, case studies will be produced that include both men and women. Priority Access 2.1 Enhancing equal access to lifelong learning targets a number of groups disadvantaged in workplace and we are committed to delivering results in line with the call for proposals. Therefore, we use appropriate methods of supporting disadvantaged groups, such as hosting courses which specifically address their needs, for example on the specific issues of women in management and leadership. We will work with other ESIF projects and partners who have direct connections into areas of under-representation to give better visibility of the project in these areas.

If, as the project progresses, one gender is under-represented we will then work with participants to understand any barriers that are having an impact on this and put measures in place to address this.



EQUALITY POLICY & IMPLEMENTATION PLAN

A commitment to Equality in our ESIF programmes

Nottingham Trent University is committed to promoting equality and diversity and this is demonstrated by previous projects that we have delivered. The mix of participants for previous ESIF entrepreneurship and business support projects (e.g. The Hive, Future Factory) exceeded the regional average for under-represented groups, especially women, BME and disabled categories. This rich diversity has provided a focus for attracting more participation from these and other under-represented groups in the past and this trend is expected to continue within this programme.

We will ensure that our ESF activities are applicable and accessible to all, enabling each participant to engage, regardless of their background and circumstances - raising aspirations, innovation and business capabilities equally and specifically breaking down barriers to SME-university links.

PART A. Our Equality, Diversity and Inclusion Policy and Dignity and Respect Policy

Nottingham Trent University is firmly committed to sustaining a highly effective working environment and approach to knowledge exchange that is characterised by fairness, equality of opportunity and the valuing of diversity.

NTU has very clear expectations around how all members of its community treat others, and how they can expect to be treated by others. These expectations, together with routes and services for addressing related issues, are detailed in the Equality, Diversity and Inclusion Policy and in the related Dignity and Respect Policy.

Nottingham Trent University's Equality, Diversity and Inclusion Policy covers discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, religion or belief, sex or sexual orientation. The University expects that all of its staff will uphold this policy and actively apply it to all employer engagement and knowledge exchange activities.

The Policy is in accordance with relevant equalities related legislation, and in particular, the Equality Act 2010 (the 'Act'). As part of its responsibilities under the Act, the University is subject to the public sector equality duty and so must have due regard to the need to:

- a) eliminate discrimination, harassment, victimisation and any conduct that is prohibited by or under the Act.
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- b. Promoting equality and prevent discrimination based on racial or ethnic origin, religion or belief, disability, age or sexual orientation**



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We will undertake the following to ensure that we promote equality and prevent discrimination:

- Regular monitoring of participants to record uptake with focused marketing activities targeted at under-represented groups
- Flexible and varied delivery approaches to deliver the programme to maximise uptake
- Programme publicity material and case studies will include images of a diverse range of people
- Ensure that any consultants hired to deliver on behalf of the programme adhere to the same values

c. Ensuring people with disabilities can access the project

All participants will go through a detailed one-to-one diagnostic at the start of their interaction with the programme to create a bespoke programme of support tailored to fit their individual needs.

The following will be built into the project as a minimum to ensure that people with disabilities can access the project:

- Skills courses and programmes will be held in accessible venues.
- All university buildings that would be used for the purposes of skills development are fully compliant with legal accessibility requirements including, for example, the availability of hearing loops.
- Accessibility has been at the heart of NTU's Campus Transformation project and as a result, its historic and new buildings, online and learning resources, are all accessible.

d. Ensuring dignity and respect

The University and its delivery partners are firmly committed to sustaining an inspirational, inclusive learning and working environment characterised by respect and dignity, and free from unlawful discrimination, harassment and bullying. It is expected that all participants in the project, whether from the project team, companies that we work with, their employees or other beneficiaries will have respect and courtesy that demonstrate due regard for the feelings and rights of others, and in turn help create an environment where dignity can be preserved and enhanced. All members of the University's community are expected to adhere to the University's Dignity and Respect Policy.

Participants will be informed of the complaints process as part of their induction into the programme. All allegations of harassment and prejudice will be thoroughly and promptly investigated. Where allegations are substantiated, appropriate disciplinary action, up to and including dismissal/ termination of contract will be taken against any person or organisation responsible.

iii) Monitoring our performance in terms of representation. We will monitor all clients that engage with the project. The project seeks to work with under-represented groups and we will continuously review the profile of project participants as outlined in the results and output tables for the ESF Investment Priority. Should we identify that we are not sufficiently engaging with target groups, promotional methods and resources will be reviewed.

iv) Reviewing the policy and implementation plan. The plan will be regularly reviewed and amended if necessary. Equality and Equal Opportunities will be a permanent agenda item at the Project Management meetings.



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v) **Communicating this policy and plan.** The policy and plan will be available on the University's web pages. Its aims and contents will also be communicated to all new staff, as part of their induction, and to participants on the programme.

PROMOTING GENDER EQUALITY AND EQUAL OPPORTUNITY IN OUR PARTNERSHIP.

All project partners have equality and equal opportunities strategies and plans. All are committed to delivering the programmes that meets the aspiration of this policy and implementation plan. Partners include:

- **Derby College**
- **Nottingham City Council**
- **Nottingham College**
- **University of Derby**
- **Vision West Nottinghamshire**

The Project Management Group comprises the Project Manager (NTU) and the Project Leads in the delivery partners. It will meet a minimum of four meetings a year. Equality and equal opportunities will be a permanent agenda item.

Signed:

Dan King
Director of Partnerships, Local Engagement and Commercial Services.
July, 2017