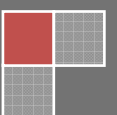


2010

Equality & Diversity Induction Pack

A useful tool for introduction to Equality
and Diversity

This resource provides an induction and refresher package for staff working in a range of capacities for colleges, work-based learning providers, voluntary and community sector organisations, public sector bodies and in the private sector. It can be used to form the basis of induction training or guided self study for new and existing staff, including temporary staff, volunteers and people on work placement. In addition, it can be used flexibly to support delivery of equality and diversity sessions for those working directly with learners, volunteers or staff.



Contents

About this resource	4
What do we mean by equality and diversity?	5
Equality	5
Diversity	5
Areas of equality protected by law	6
Equality Landmarks	7
Why is equality and diversity important?	8
How it affects you	8
How it affects the organisation and its users	8
Your employer's responsibilities	9
Responsibilities towards employees	9
Making a complaint	9
Your responsibilities	10
General responsibilities	10
Additional responsibilities	10-11
What gets in the way of treating people fairly?	12
Barriers to equality	12
Four types of discrimination	13-14
Breaking down the barriers	15
Challenging unacceptable behaviour	16
Practical steps and strategies	17-18
How to encourage respect for diversity	19
Practical tips	19

Developing cultural and social awareness	20
Differences in dress	20
Differences in diet	21
Differences in body language	22
Differences in religious observance	23
Acceptable language	23
Practical tips for promoting equality	24
... in relation to gender	24
... in relation to race or culture	24
... in relation to religion or belief	25
... in relation to sexual orientation	25
... in relation to age	25
... in relation to disability	26-27
How diverse is your community?	28
Finding out about your community	28

Activities

Equality landmarks quiz	30
Equality landmarks quiz answers	31
The consequences of NOT embracing equality and diversity	32
Are they protected?	33-34
Does the law protect them?	35-36
Are they protected?/Does the law protect them? Answers	37
Case study: sexual orientation	38
Case study: religion or belief	39
Case study: age	40
Case study: race	41
Case study: gender	42
Case study: disability	43
Case studies discussion points	44
Changing your own behaviour	45
What can you do to encourage respect for diversity?	46-47
What would you do?	48-51
Using the right language	52
Is this an acceptable term?	53-54
Using the right language/Is this an acceptable term? Answers	55
Migrant workers: fact or fiction?	56
Migrant workers: fact or fiction? Answers	57
Create your own quiz	58
Local equality and diversity quiz template	59-60

About this resource

This resource provides an induction and refresher package for staff working in a range of capacities for colleges, work-based learning providers, voluntary and community sector organisations, public sector bodies and in the private sector. It can be used to form the basis either of formal induction training or guided self study for new and existing staff, including temporary staff, volunteers and people on work placement. In addition, it can be used flexibly to support delivery of equality and diversity sessions for those working directly with learners, volunteers or staff.

It aims to:

- remove any mystery and misconceptions and clearly explain the concepts of equality and diversity
- suggest simple strategies for supporting equality and diversity in everyday situations that staff can put into practice straight away
- offer practical advice on dealing with challenging situations in an effective way
- demonstrate how embracing equality and diversity creates a better working environment for everyone
- improve understanding and social awareness of why people behave differently and thus reduce the incidence of unwitting and unintentional discriminatory behaviour
- reflect the reality of multiple discrimination, since everyone is affected by each of the equality strands that are protected by legislation, and areas not protected by law

The following graphics help to guide the user around the resource.



Signposts users to relevant and differentiated activities



Information on roles and responsibilities



Information or activity exploring legislation



Practical tips and advice

The resource includes a range of examples, advice, practical tips and activities to help embed the learning in an interesting way. Some activities are differentiated to allow different levels of difficulty – the signposting graphic indicates where this occurs. It draws on people's own experiences and highlights the application and relevance of equality and diversity in a range of job roles, including those of managers, teaching/training staff, supervisors, support staff and administrators.