

## **EQUALITY AND DIVERSITY POLICY SPECIFICALLY FOR THE APPRENTICESHIP PROGRAMMES**

### **Supplementary Policy to Raytheon Systems Ltd RSL HR 0015 - Equal Opportunities Policy**

#### **1.0 Purpose**

RSL's Equal Opportunities Policy applies to all Raytheon Professional Services employees in the UK and can be accessed by employees on the Raytheon intranet.

To meet the special requirements of the Apprenticeship Programme Raytheon Professional Services has introduced this supplementary policy - Equality and Diversity Policy – specifically for the Apprenticeship Programme.

The policy should be read in conjunction with the following policies:

Policy No: RSL – HR 0036: Recruitment of Permanent & Fixed Term Staff

Policy No: RPS-POL4: Anti Bullying and Harassment

Raytheon Professional Services is committed to the promotion of equality of opportunity for all. Raytheon Professional Services takes equality & diversity responsibilities seriously. By promoting awareness of our beliefs, values and behaviours to staff, learners and other individuals, we ensure that all of those who we work with will be treated with the respect and dignity regardless of their skills, needs, limitations, beliefs, culture or values.

It is our belief that every individual has the right to equal access to training and no individual should be denied the opportunity to have a career and work towards achieving his or her goal.

All learners will be treated with respect and dignity.

We rely on and value the opinions and views of our employees, learners, employers, subcontractors and parents. We actively seek the opinions of learners, employers, subcontractors and parents and use the feedback taken from surveys to improve upon the services that we deliver.

We intend to strengthen our commitment to equality & diversity by promoting fairness in all aspects of our work.

## 2.0 Scope

This policy applies to all individuals involved in the Apprenticeship Programme in the UK including:

- All employees of Raytheon Professional Services engaged in the Apprenticeship Programme
- All learners
- All subcontractors

## 3.0 Definitions

To clarify the types of discrimination that are covered by this Equality and Diversity policy, we have provided the following definitions:

- 3.1 Direct Discrimination – occurs when a person is treated less favourably on any of the following grounds, sex or (perceived) sexual orientation, gender reassignment, marriage or civil partnership, pregnancy and maternity, age, religion, race including nationality and ethnic origin, or disability.
- 3.2 Indirect Discrimination – occurs when a condition which is not justified is applied equally to all but has the effect in practice of disadvantaging a considerably higher proportion of persons in one or other of the groups listed above.
- 3.3 Disability Discrimination – occurs when, for a reason related to his/her disability, a disabled person is treated less favourably than other people and this treatment cannot be justified. It also occurs when an employer fails to comply with the duty to make reasonable adjustment in relation to the disabled person and this failure cannot be justified.
- 3.4 Victimisation – occurs where someone is treated less favourably than others because:
- They have or intend to make a complaint
  - They have given evidence as part of a complaint
  - They have alleged that an act has been committed that is contrary to the relevant legislation.
- 3.5 Harassment – means unwanted conduct related to a relevant protected characteristic under the Equality Act which has the purpose or effect of

- (a) Violating dignity; or
- (b) Creating an intimidating, hostile, degrading, humiliating or offensive environment

Harassment also includes unwanted conduct of a sexual nature which has the purpose or effect referred to above.

#### **4.0 Procedure Implementation**

4.1 To achieve equality of opportunity Raytheon Professional Services will endeavour to achieve a harmonious environment at its training programmes for the Apprenticeship Programme and therefore will not tolerate any form of unlawful or unfair discrimination, harassment or victimization. Raytheon Professional Services will promote full compliance with relevant legislation and associated code of practice relating to equality of opportunity. Raytheon Professional Services has developed a strategy that has taken into consideration current legislation, business needs, and available resources.

#### 4.2 Our approach

To ensure that the learner remains the central focus in all of our work:

- To ensure that equality of opportunity is built into all aspects of the Apprenticeship Programme including the business planning process and self-assessment process.
- To operate in a manner which provides equal opportunities for all and aims not to discriminate on improper grounds, for example, in relation to gender, gender reassignment, ethnic origin, religion, disability, age, sexual orientation and marital status.
- To pursue actively an Equality & Diversity policy which recognises the need and right of everyone to be treated with respect and dignity, in an environment in which a diversity of backgrounds and experiences is valued.
- To continue to provide training in equal opportunities and diversity to learners and staff.
- To place emphasis on work that promotes good practice in equality & diversity.
- To lead by example in our dealings with learners, employers, work placements and subcontractors.
- To help learner employers and work placements to improve their Equal Opportunities and Diversity practices.
- To use analysis of data to inform future planning to improve the representation, participation and success of underrepresented and underachieving groups and challenge stereotyping. Monitor in equality & diversity activities to ensure that the commitments are being achieved.

- To periodically review its policies and procedures in relation to the promotion of equal opportunities and will take any necessary action to achieve equality in the Apprenticeship Programme. Learner composition will be monitored and periodic reviews will be undertaken as required under current legislation.

4.3 The Operations Manager is responsible for the implementation of this Equality & Diversity Policy. The Operations Manager will regularly brief the Senior Leadership Team of RPS EMEA on the progress in promoting equality and diversity for the Apprenticeship Programme. On an annual basis the Operations Manager will provide a full report of the performance and outcomes of equality and diversity issues including self-assessment results and progress, the results of stakeholder feedback.

4.4 It is the responsibility of all staff, subcontractors, learners, and employers of learners to work together towards combating all forms of discrimination. By ensuring this Equality and Diversity Policy is adhered to and that all incidents of discrimination are reported through the appropriate channels Raytheon Professional Services can make a positive impact on equality in opportunity.

4.5 All employees, subcontractors and learners are required to adhere to the following practices as appropriate in order to achieve equality in opportunity:

- a) Raytheon Professional Services specifically prohibits the display of flags, emblems, posters, pornography, inflammatory or abusive literature, graffiti, contentious clothing or any other material likely to give offence or cause apprehension to any individual involved in the Apprenticeship Programme.
- b) All recommendations in relation to learner recruitment and selection or training of learners will be made on aptitude and ability.
- c) Raytheon Professional Services will enable any learner who believes they have been treated unfairly within the scope of this Equality and Diversity Policy to initiate a complaint using the complaint procedure. The separate **Anti-Bullying Policy** will be utilised for complaints of harassment.

4.6 Breaches of this Equality & Diversity Policy will be regarded as misconduct which may warrant disciplinary action up to and including suspension or withdrawal from the training programme. The following list is not exhaustive but provides some examples of what would constitute a breach of this procedure:

- The display or circulation of any of the items listed in point 5.4 a) above

- Discriminating against another learner on any grounds as listed in the purpose of this policy.
- The harassment of any other learner or trainer
- Inducing or attempting to induce fellow learners to practice unlawful discrimination or harassment.
- Victimising a fellow learner who has made allegations or complaints of discrimination or harassment, or provided information related to a complaint.

## **5.0 Training and Development**

- Raytheon will ensure that all staff have access to training and development opportunities to enable them to promote equality & diversity within the Apprenticeship Programmes.
- Raytheon will provide all learners and Raytheon staff with the opportunity to develop their skills and confidence and to deal with equality & diversity issues in a professional manner.
- Raytheon staff will complete Ethics training in line with company policies.
- Raytheon staff will complete and observe internal training & events in line with company policies.
- Learners will complete Equality & Diversity training as part of their curriculum
- Raytheon will ensure that staff are aware of the issues that can affect minority groups and other learners affected by disabilities.
- We will take reasonable steps to ensure suitable resources are made available and are used effectively to support equality & diversity.

## **Raytheon Staff, Learner and Learner Employer Awareness**

Raytheon will endeavour to drive beyond compliance in order to promote best practice in equality & diversity in all our activities for the Apprenticeship Programme through working in partnership and sharing best practice with others. We will promote equality & diversity to all our partners and stakeholders and ensure that our marketing and advertising actively reflects this.

Stakeholder surveys and internal audits are conducted regularly and we use the results to help us to review and renew our policies and procedures.

## **6.0 Duties of All Staff and Learners**

All Raytheon staff and learners are responsible for ensuring that unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010. do not occur in the areas for which they are responsible and working in and for dealing promptly with any incident of which they are aware.

All Raytheon staff and learners have a duty to adopt personal standards of behaviour and treat all colleagues and learners with dignity and respect.

All learners have a responsibility to ensure that their behaviour creates an environment that is free from any form of unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.

## **7.0 Monitoring of Participation and Achievement**

Raytheon Professional Services is committed to using the views and opinions of our learners and other stakeholders to improve our services and welcomes feedback/suggestions from all stakeholders on better ways to promote equality and diversity on our training programmes.

Raytheon will endeavour to track the progress of all learners ensuring that our systems and procedures take into account their needs.

## **8.0 Complaints**

### **Complaints by Employees**

Complaints by Raytheon Professional Services employees are to follow the procedure under the RSL Equal Opportunities Policy.

### **Complaints by Learners and Other Stakeholders**

Raytheon Professional Services will endeavour to respond to all complaints promptly treating all complaints from learners/ stakeholders with the utmost respect and dignity.

Investigations of all complaints will be thorough and objective

We aim to resolve all complaints within a 21-day period from notification, keeping the complainant updated on the progress of their complaint.

We continue to monitor the effectiveness of our complaints procedure through customer evaluation and internal audit.

We will provide clear information to staff, learners and other stakeholders on our Complaints and Appeals procedure.

We will welcome feedback from all complainants on the quality of service that they receive in relation to complaints and use this feedback to improve our service.

Learners, employees, learner employers and parents who wish to provide feedback or make a complaint can discuss the matter with the Operations Manager.

David Marriott  
Business Operations Manager - UK

Address:  
Raytheon Professional Services  
C/O Doncaster GTA  
Rands Lane Industrial Estate  
Armthorpe  
Doncaster  
DN3 3DY

Phone: 01302 387080  
Email: DMarriott@raytheon.com

- END OF DOCUMENT-