



MANAGING EQUALITY AND DIVERSITY IN THE WORKING AND LEARNING ENVIRONMENT

This resource provides the user with practical and sensible approaches to implementing the latest equality legislation into everyday practice in the workplace.

It looks at how harassment, bullying and the use of discriminatory language work against each of the nine equality characteristics and offers strategies that can be used to help modify behaviour and successfully embed equality and diversity into the workplace.

Contents

Sample Programme for 1 day event	3
The importance of language	4
The law	5
Language	8
Discriminatory and acceptable language	11
Discrimination, harassment and victimisation	13
Defining the problem	18
Example policy for setting parameters	22
Guidelines for tutors	24
Setting ground rules	26
Types of discrimination	31
Exploring bullying behaviour and responses to it	35
Bullying survey	36
Forms of bullying	38
Bullying and equality quiz	42
Paradigm scenarios	59
Equality quiz	60
Equality quiz answers	65

Sample Programme for one day event

Aims of the session are to:

- promote an understanding of the importance and relevance of equality and diversity
- think about how to implement equality legislation into everyday practice and the curriculum
- explore how to apply practical and sensible approaches to dealing with sensitive but vital equality and diversity issues
- demonstrate how to use some of the diversity learning resources and how these can contribute towards a better understanding of equality and diversity
- examine OFSTED requirements

The session will also cover the following general and specific issues:

- an update on legislation and regulations
- curriculum development, design and delivery
- dealing with conflict
- developing a knowledge base for diversity training
- how to utilise resources appropriately and flexibly for different needs and reasons

Many of the topics cannot be covered at a detailed 'implementation' level in a one-day event. Some topics need longer to allow full explanation and advice. It is important that you take the opportunity to read and explore the resources provided after the training.

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



Information or explanation

The importance of language



Language and the way it is used are major vehicles for expression of prejudice and discrimination

- **Race** means someone's **ethnic** background.
- **Disability** is when someone is not able to do everything that most other people can do unless adjustments are made.
- **Gender** means someone's sex – either male or female, regardless of whether or not they are transgender
- **Equality** means being fair to everyone.



The law



The law says that organisations like yours must be fair to people of different



- races and ethnicities



- disabilities



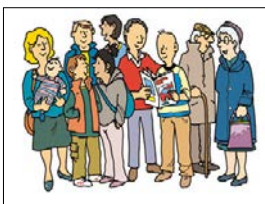
- genders (including transgenders)



- religions and beliefs



- sexual orientations



- ages

The law wants to stop **discrimination** against all people. Discrimination means being unfair to someone because of their race, religion or beliefs, disability, gender, sexual orientation or age.



The law wants us to train our staff so that they understand equality and diversity better.

We want to be fair to all

As employers we need to treat all people fairly, staff, learners, parents, people who may want to be learners or those who apply to work for us



We need to be sure that there is no discrimination or bullying at work, in the learning environment or elsewhere.

