

Equal Opportunities Policy

The JGA Group (JGA) recognises the value to its business of all staff, associates, and customers, and their rights to equal treatment. JGA maintains a policy of open and equal opportunity for all and promotes its policy in all areas of JGA activity, including advertising and marketing.

All applicants for employment or learning and development programmes will be considered on their individual merits - irrespective of any irrelevant factor including sex, sexual orientation, marital status, age, physical or mental disability status, health, race, colour, ethnic or national origins, religion or political beliefs.

We expect all clients and staff to be guided by this policy in every aspect of their involvement with JGA.

Strategy for the Implementation of the JGA Equal Opportunities Policy

The JGA Equal Opportunities Policy is disseminated to all employees/associates (for example, Head Office employees, self-employed tutors, NVQ assessors and internal verifiers) and trainees or candidates as part of their induction with JGA. It is also included in the Staff Handbook.

Issues are kept to the forefront as regular agenda items for office team meetings and the wider Team Forum events and included in staff training material. The Policy is regularly reviewed.

Recruitment and Retention Policies include acting in accordance with the five Commitments for the award of the use of the Disability Symbol.

Training, guidance, and materials provided by JGA stress Equal Opportunities. This means, amongst other things, that:

- Terminology is chosen with the intention of avoiding the exclusion or stereotyping of any person on any basis including age, race, religion, nationality, disability, gender, or sexual orientation.
- Illustrations and names used in case studies reflect a mix of ethnic backgrounds and gender.
- Training materials are reviewed to ensure an absence of any implication that learners and job seekers are generally of any particular social class, sex, or ethnicity.
- Training locations are assessed for ease of access and use by disabled people. Potential difficulties are anticipated when necessary by arranging an alternative location.

Assistance is available for those for whom English is not their first language.

Checks, regular monitoring and analysis of records provide the basis for appropriate action to eliminate any unlawful direct and indirect discrimination and to promote equality of opportunities and to ensure that the Equal

Opportunities policy is adhered to. Actions include: observation visits to training sessions, surveys carried out within the organisation which include monitoring and evaluating achievement rates of candidates in relation to their gender, race, and disability status so that action could be taken if appropriate.

Any comments or complaints arising under the JGA Equal Opportunities policy and its application should be addressed in writing to the JGA Managing Director, Jane Goodwin. Any complaint will be dealt with within five working days of receipt.