


# CLAAS UK Ltd

## Equality & Diversity

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Distribution:	CLAAS UK Ltd Apprentice Cohorts and Academy Staff	Director Signature:	

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This policy should be read alongside the following CLAAS UK Ltd policies and procedures:

AP001 Complaints	AP003 Prevent
AP005 Equality & Diversity	AP006 Health & Safety
AP010 Safeguarding	AP014 Apprentice Behaviour & Conduct
AP015 Residential Apprentice Accommodation	AP017 E-Safety
AP018 Bullying and Harassment	

### 1. POLICY STATEMENT

CLAAS UK Ltd is committed to the promotion of equality for all, treating all employees and apprentices with respect and dignity. We strive to provide a working and training environment in which everyone feels valued, respected and able to contribute to the success of their learning and development, ensuring the environment is free from discrimination, harassment and victimisation.

CLAAS UK Ltd will seek to eliminate discrimination on grounds of age, gender, class, disability, ethnic origin, nationality, marital status, religion or beliefs, sexual orientation, gender reassignment, pregnancy or maternity status.

CLAAS UK Ltd will take every step possible to ensure that every individual is treated fairly and equally and that decisions on recruitment selection, training and progression are based solely on objective and job related criteria.

### 2. SCOPE

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

- All CLAAS UK Ltd employees engaged in the Apprenticeship Programme
- All learners

### 3. UNDERSTANDING DISCRIMINATION

## Who is Protected?

The law prohibits discrimination on the basis of: age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. These are known as "protected characteristics".

Discrimination can take many forms. The most common ones are listed in the following table.

<i>Direct discrimination</i>	Treating a person less favourably <i>because of</i> a protected characteristic. Such as sex or (perceived) sexual orientation, gender reassignment, marriage or civil partnership, pregnancy and maternity, age, religion, race including nationality and ethnic origin, or disability.
<i>Indirect discrimination</i>	Where there is a policy or practice that applies to everyone but it has a disproportionately adverse impact on a group who share a protected characteristic.
<i>Harassment</i>	Unwanted conduct related to a protected characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
<i>Victimisation</i>	Treating someone less favourably because they have asserted their rights under this policy e.g. they have complained about discrimination.
<i>Disability Discrimination</i>	A person with a disability is treated less favourably than other people and this treatment cannot be justified.

## In what situations can discrimination occur?

Discrimination can take place in a range of contexts. In particular, it is unlawful to discriminate in relation to:

- recruitment and selection;
- contractual terms;
- access to promotion;
- access to training and development opportunities;
- pay and benefits; or
- by subjecting someone to detrimental treatment.

#### **4. OUR COMMITMENT**

- CLAAS UK Ltd will endeavour to achieve a harmonious environment and will not tolerate any form of unlawful or unfair discrimination, harassment or victimisation
- All employees engaged with the training of apprentices at CLAAS UK Ltd.'s academy will be given guidance and instruction as part of their initial induction and though subsequent mandatory training to ensure that they understand their responsibility and role in promoting equality and diversity
- Apprentices and their employers will be advised about this policy as part of their enrolment and induction
- Apprentices will complete Equality and Diversity mandatory training as part of their programme
- Promote awareness and understanding of Equality and Diversity matters among employees and learners through polices, campaigns, guidance and training
- Make reasonable adjustments, as appropriate, to enable disabled and non-disabled employees and learners overcome barriers to the working, learning and social environment
- Ensure marketing materials include a diverse and non-stereotypical content
- Ensure lesson content and teaching materials demonstrate sensitivity to issues of equality
- Make decisions concerning recruitment, training and progression in a fair and unbiased manner, based on objective criteria, individual merit and ability
- Ensure our application and assessment processes are clearly communicated and fair, including for apprentices with learning difficulties so we do not create unnecessary barriers to participation
- Ensure all employees and learners are treated fairly and judged merely on merit and by reference to their skills and abilities

#### **5. TRAINING AND DEVELOPMENT**

Appropriate training will be given to enable all employees to perform their jobs effectively and to the mandatory standard, CLAAS UK Ltd will ensure:

- All employees complete mandatory Equality and Diversity training and regular refresher training, along with any necessary updates

#### **6. RECRUITMENT**

- All recruitment literature will not show preference to one group of applicants
- All applicants are given equal consideration
- Job specifications will not have bias to any group of applicants

- Interviews will be conducted fairly
- Positive action will be used to encourage underrepresented groups into clearly identified sectors – e.g. female workers into Agricultural Engineering.

#### Version Information

<b>Date</b>	<b>Section(s) amended</b>	<b>Brief Description</b>
01/11/2022	None	Policy Reviewed
06/02/2024	Associated policies	List added
11/02/2025	None	Policy Reviewed
11/03/2026	None	Policy Reviewed