



## Workplace Legislation Library

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Each course has UK audio and is also available in non-audio format.

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## An Overview of Diversity and Discrimination

Many employees, whilst accepting that diversity in the workplace is a 'good thing', do not really understand why this is and why it is in everyone's interest to work in a truly diverse organisation that offers equality of opportunity to all.

Creating and implementing an effective equal opportunities policy is vital to any employer, large or small. Having a policy that actually works depends heavily on possessing a workforce that is committed to that policy and understands the benefits that emerge from it. This course will make a major contribution to workforce buy-in and to the creation of positive attitudes towards diversity.

Having completed this course the learner will understand the issues surrounding discrimination, and recognise the benefits of diversity within the workplace. The learner will also be able to identify and avoid discrimination, whilst actively encouraging diversity and fostering the emerging benefits.

### Course Content

Diversity: What it is and why it is important  
What is 'Equal Opportunity'?  
Equal Opportunities policy and culture  
Discrimination: What it is and its effects  
Direct discrimination  
Indirect discrimination  
Harassment and its forms  
The effects of harassment  
Victimisation

Self Test

Course duration 55 minutes



## The Law and Equal Opportunities Disability Legislation

The Disability Discrimination Act applies to all employers and everyone who provides a service to the public, except the Armed Forces.

This Act, and its forerunners, provides the backbone of legislation designed to prevent discrimination against those suffering from a disability. Understanding the key provisions of the Act and their implications for co-workers, employers and their representatives is crucial if disabled people are to become part of a truly diverse organisation and beneficiaries of the opportunities that status infers. This course will enable learners to apply relevant DDA provisions in such a way that disability discrimination is avoided and equality of opportunity is encouraged.

### Course Content

The Disability Discrimination Act 1995:

Defining 'disabled'

Who is protected and from what?

Scope of employment provisions

Justification

'Reasonable Adjustment'

The Disability Discrimination Act 1995

(Amendment) Regulations 2003

The Disability Discrimination Act 2005

Self Test

Course duration 35 minutes



## The Law and Equal Opportunities Legislation Relating to Religion

Particular religious groups may wrongly be seen as not having aims or values in common with the wider community around them. Lack of knowledge and insight on the part of employers and co-workers can lead to stereotyping, misunderstandings or misrepresentations.

Thanks to the Employment Equality (Religion or Belief) Regulations 2003, people can no longer be denied jobs because of prejudice, harassment can be tackled promptly and effectively and people have an equal chance of training and promotion whatever their religion. This course provides the learner with key knowledge about the background to the law in this area, how it applies in the workplace and how it can be used as a positive influence in creating or maintaining a diverse organisation.

### Course content

- Aspects of employment
- Direct discrimination
- Indirect discrimination
- Genuine occupation
- Harassment
- Victimisation
- Positive action

Self Test

Course duration 35 minutes



## The Law and Equal Opportunities Ex-Offenders Legislation

Given that estimates suggest that at least 20% of the working population has a criminal record; organisations excluding ex-offenders lose access to one fifth of the working population when recruiting.

Experience and evidence tells us that the majority of ex-offenders in the workplace are no different from the rest of us. They are motivated to work for the same reasons as everyone else and have no ulterior motives when seeking work.

This course enables those responsible for recruitment and selection to carry out this activity in a non-discriminatory manner whilst understanding the responsibilities of applicants for honesty and disclosure.

### Course Content

Course Duration 30 Minutes

Disclosure of convictions

Rehabilitation periods

Exceptions to the

Driving disqualification and endorsements

Further convictions rehabilitation period rule

Discrimination and spent convictions

Effects on job

Cautions

Applications and interviews

Self Test

Course duration 30 minutes



## The Law and Equal Opportunities Race Legislation

All right minded people have a vision of a racially integrated society that recognises and celebrates strength in its diversity. To make this vision reality, we all need to work harder to protect everyone from racial discrimination, improve life chances for all and build community cohesion.

Nowhere is this effort more important than in the workplace, where harassment and discrimination can have damaging effects on both the workforce and the organisation. Following completion of this course, learners will not only be able to contribute positively to organisational equal opportunity policy in respect of racial issues, but will also, where necessary, understand the boundaries and consequences of their own actions in respect of unlawful behaviour in this area.

### Course Content

The Human Rights Act 1998

The Race Relations Act 1976

The Race Relations Amendment Act 2000

The Race Relations Act 1976 (Amendment) Regulations 2003

Self Test

Course duration 30 minutes



## Applying Equal Opportunities in the Workplace – Training and Performance Development

Assuming that all aspects of the recruitment and selection process are rigorous and effective, the end result should be that the organisation appoints quality people. The next step, therefore, is to make sure that the performance of these people is developed in such a way that they remain motivated and contribute positively to the business.

The detail of how this is done is wide-ranging, and draws on many different skills, techniques and development activities. This course, however, deals with one important, overarching factor in its achievement; the principles and practice of overlaying equal opportunity best practice across the performance development processes.

### Course Content

Applying equal opportunities in respect of:

The induction process

Ongoing training and development

Performance reviews

Positive action

Diversity training

Performance review training

Equality monitoring

Self Test

Course duration 35 minutes



## Applying Equal Opportunities in the Workplace – Recruitment & Selection

Recruitment is a time-consuming business that represents a significant cost to any organisation. It makes sense, therefore, to prepare well and make sure that, at each stage of the process, real benefits result.

This course enables learners to build the principles of equal opportunity and diversity into their recruitment and selection processes. Consequent benefits include improved retention, reduced recruitment time and costs, increased motivation and fewer disciplinary issues.

### Course Content

- Equal opportunity in recruitment and selection
- Direct and indirect discrimination
- Sex, race, disability and age discrimination
- Genuine Occupational Requirements
- Applying equal opportunity to the recruitment process

Self Test

Course duration 50 minutes



## The Law and Equal Opportunities– Gender Legislation

With an increase in both the number and scale of discrimination claims, every organisation needs to take equal opportunities and diversity very seriously. This need applies across the board, but nowhere more so than in the area of gender and sexual orientation where discrimination can lead to stress, demotivation and serious damage to careers and company profits.

Although equal opportunity laws aim to create a 'level playing field' so that people are employed, paid, trained and promoted only because of their skills, abilities and how they do their job, this ethical approach will only work if everyone plays their part.

This course will help to achieve that aim by enabling learners to understand the legislative background to gender discrimination and how to apply it positively within the workplace.

### Course Content

Sex Discrimination Act 1975  
The Employment Equality (Sex Discrimination) Regulations 2005  
The Employment Equality (Sexual Orientation) Regulations 2003  
The Equal Pay Act 1970  
European Law and Equal Pay  
The Part Time Working Regulations 2000

Self Test

Course duration 45 minutes



## Applying Equal Opportunities in the Workplace – Parents in Employment

UK law requires employers to ensure that employees with parental or pre-parental responsibilities do not suffer a lack of equal opportunity in respect of employment. In fact, the law goes further than this and puts in place minimum requirements that employers are required to meet in order to make work as trouble-free as possible for parents, and those about to become parents.

This course enables learners to understand and apply the legal requirements applicable to maternity, paternity, adoptive and parental rights and benefits.

### Course Content

- Antenatal entitlements
- Compulsory, Ordinary and Additional Maternity Leave
- Statutory Maternity Pay and Allowance
- Returning to work after Maternity Leave
- Paternity Leave
- Statutory Paternity Pay
- Adoption Leave and Adoption Pay
- Parental Leave
- Time off for family emergencies

Self Test

Course duration 50 minutes



## Flexible Working

In recent years the Government has introduced a significant amount of legislation designed to improve 'work-life balance' for working parents.

Organisations prosper if they make the best use of their most valuable resource: the ability and skills of their people. And those people, in turn, will flourish if they can strike a proper balance between work and the non-working part of their lives.

This course enables learners to understand that flexible working is not just about women juggling a home and family – it is about giving all employees working options which relieve potential stress, but which at the same time meet the needs of the organisation.

### Course Content

- Family issues addressed through flexible working
- The benefits of flexible working to employees and the organisation
- Legislation affecting flexible working
- Qualifying for flexible working
- Typical flexible working arrangements
- Introducing flexible working to the organisation

Self Test

Course duration 35 minutes



## Preventing Bullying in the Workplace

Bullying is responsible for 30% - 50% of all stress-related illness in the workplace and costs employers up to £2 billion in lost revenue every year.

A lack of recognition and acceptance of workplace bullying results in costly damage to both individuals and organisations.

One of the most widely accepted ways of reducing the risk of bullying is to raise employee awareness and provide appropriate training on how to recognise and address it. 'Preventing Bullying in the Workplace' can play an important part in your anti-bullying strategy by raising awareness and understanding about what constitutes bullying behaviour, what causes it and what can be done about it.

### Course Content

- What is bullying?
- Forms of bullying
- Organisational factors
- The legal position
- Taking action
- The results of bullying: Individuals
- The results of bullying: The organisation

Self Test

Course duration 30 minutes



## Age Legislation

Until October 2006 there was no such thing in law as age discrimination. The Employment Equality (Age) Regulations 2006, however, changed that situation and employers can no longer make assumptions about older people's ability to do a good job or younger people's lack of experience.

By 2020 there will be nearly 25 million people over the age of 50 in the UK. It is, therefore, crucial that everyone, whatever their role in the organisation, knows how equality of opportunity applies in respect of age. Equally, it is important that the implications of thoughtless actions or words are clearly understood.

This course will enable learners to identify key features of current UK law in respect of age discrimination and apply them in a positive and constructive manner.

### Course Content

- New starters
- Existing workforce
- Age: Myths & misunderstandings
- Age discrimination: A definition
- Scope of the Regulations
- Direct discrimination
- Indirect discrimination
- Victimisation
- Harassment

Self Test

Course duration 40 minutes



## An Overview of the Data Protection Act 1998

The Data Protection Act 1998 came into force on the 1st of March 2000 to bring the UK into line with a European Community Human Rights Directive. It is concerned with establishing a balance between the freedom to gather and process information, and the individual's right to privacy. As such it is an extremely important piece of legislation containing important do's and don'ts for anyone working with personal information.

This course will enable learners to understand how the Act requires organisations to be open and honest about their use of personal information, and how it requires both organisations and individuals to follow certain principles when processing it.

### Course Content

- The purpose of the Data Protection Act
- How the Act operates
- The eight data protection principles
- What is 'Personal Data'?
- What is 'Processing'?
- What is 'Sensitive Data'?
- The rights of data subjects

Self Test

Course duration 45 minutes



## Freedom of Information Act 2000

The purpose of the Freedom of Information Act is to give people increased access to the wealth of information held by public bodies and government departments.

The Act further aims to encourage increased openness and enable members of the public to understand how such organisations carry out their duties, why they make the decisions they do, and how they spend public money.

This course will enable learners to understand the background to the Freedom of Information Act 2000, deal with requests for information and recognise exemptions to the Act.

### Course Content

The purpose and aims of the Act

The benefits and disadvantages of the Act to individuals, public bodies and government departments

Why the Act was introduced

The Publication Scheme

Individual requests for information

Dealing with a request

Vexatious or repeated requests

Absolute and qualified exemptions

The public interest test

Self Test

Course duration 50 minutes