

Questions	Suggested Answers	Guidance
Q1. Why do we have equal opportunities? What does it mean?	So that everyone is given fair and equal treatment.	Equal Opportunities is: "the prevention, elimination or regulation of discrimination between persons on grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions". Not all groups or individuals have the same ease in accessing opportunities. It is important to bear in mind that barriers to participation can be direct and indirect.
Q2. What should you do if you witness or are the recipient of racial harassment?	Tell the harasser that you are unhappy with being harassed and ask them to stop. If this is not practical or if it persists report any such treatment to your manager or other responsible person.	
Q3. How would you react to a friend who said "all Muslims are terrorists?"	I would tell them that this is not true, explain why and try to get them to realise such comments are unfair and ask them not to continue making such comments in the future.	
Q4. What is the difference between "Race" and "Religion"?	Race relates to an ethnic group such as Arab. Religion is the belief system that you hold such as Christian.	
Q5. What is the difference between "gender" and "sexual orientation"?	Gender is the sex of birth e.g. male or female. Sexual orientation is an individual's sexual preference such as same sex relationships.	
Q6. Why do you think there are no women working on this construction site?	It could be an indication of site management prejudiced against female workers or it could be that there are simply no suitably qualified females available.	
Q7. Can you name three types of disability?	People confined to wheelchairs, blind, partially sighted or deaf.	
Q8. How could disabilities affect the way people work?	The disabled person could require special equipment to enable them to work effectively. They may need more rest and recuperation breaks and assistances in emergency situations.	
Q9. If a colleague made a 'pass' at you, making you feel uncomfortable, what would you do?	Tell the person that their behaviour is not welcome, explaining why and try to get them to realise such action is inappropriate and that they must stop. If the behaviour persists report it to your manager or other responsible person.	

<p>Q10. Can you name two types of harassment and give examples?</p>	<p>Race, ethnic origin, nationality, skin colour, gender, sexual orientation, age, disabilities, learning difficulties, physical characteristics, personal beliefs and aids/HIV.</p>	<p>Harassment is behaviour related to personal characteristics such as sex or race, which is unwanted and unreciprocated, and makes the recipient feel embarrassed, humiliated, or intimidated. (jokes, offensive language, physical contact, obscene gestures, visual display of posters and pestering).</p>
<p>Q11. What would you do if you thought a colleague was having problems with someone at work?</p>	<p>Have a chat with them to see if they confided in you. Keep an eye on the situation and speak to the individual concerned or make your manager aware of your concerns.</p>	
<p>Q12. What is the difference between bullying and harassment?</p>	<p>Bullying is when you intimidate someone or be offensive or malicious towards them.</p>	<p>Bullying is defined as persistent, offensive, abusive, intimidating, malicious, or insulting behaviour. (E.g. criticism, personal abuse or abuse of power which makes the recipient feel upset, threatened, humiliated or vulnerable, and which undermines the recipient's self confidence.</p> <p><u>Harassment</u></p> <p>Behaviour related to personal characteristics such as sex or race, which is unwanted and unreciprocated, and makes the recipient feel embarrassed, humiliated, or intimidated. (E.g. jokes, offensive language, physical contact, obscene gestures, visual display of posters and pestering).</p> <p><u>Bullying</u></p> <p>Bullying is defined as persistent, offensive, abusive, intimidating, malicious, or insulting behaviour. (E.g. criticism, personal abuse or abuse of power which makes the recipient feel upset, threatened, humiliated or vulnerable, and which undermines the recipient's self confidence. May cause ill health and mental distress).</p> <p>Do not confuse bullying with personality clashes, strong/robust management or individual over-sensitivity.</p>
<p>Q13. Could you do an apprenticeship if you were blind or deaf?</p>	<p>Yes provided management make suitable and sufficient provision to ensure the wellbeing of the individual and others.</p>	
<p>Q14. What do you understand by the term “ethnic minority”?</p>	<p>Someone from another county like Africa, Asia or Eastern European for example.</p>	
<p>Q15. Identify and explain three types of discrimination.</p>	<p>Direct discrimination: someone treated less favourably than others on the grounds of their sex, marital status or racial origin. Harassment: making the recipient feel</p>	

embarrassed, humiliated or intimidated. **Disability discrimination:** when an organisation treats a disabled person less favourably than someone else. **Positive discrimination:** when someone receives more favourable treatment than somebody else. **Others are: Indirect discrimination – Bullying – Victimisation – Vicarious liability.**

Q16. How would you react to an employer if they had a disability, e.g. wheelchair bound?

By treating them the same as everyone else.

Q17. What would you do if you were being bullied at work or in college?

Tell them to stop it. Explain why you find their actions as unwelcome. If the bullying persists report it to your manager or other responsible person.

Q18. How would you cope with a colleague who spoke little or no English?

I would try to communicate with them using a mixture of words, pictures and sign language. I may try to learn some of their language or ask my manager what is being done to help my colleague improve their communication skills and how I could help.

Q19. Thinking particularly of manual trades, can a female be refused work because they are not physically strong enough?

I think that provided the person is stopped from doing a task because it may be beyond their physical capability and not because they are female then it would be alright. Managers should make sure that they select people with the skills and ability to do the job they want done and not stop someone from doing work that they have been given to do. If they do this then it would be unfair on the individual male or female.

Q20. If you feel you are being treated less favourably than a colleague in the workplace what would you do?

Speak to the manager and ask them to explain why some people are treated more favourably than others.

After answering this question it should be pointed out by the questioning person to the answering person that if after discussing their concerns with their line manager they still feel that they are being treated unfairly they should consult their trade union or request a meeting with their HR manager or other similar senior manager.

If they still feel unfairly treated they should contact the Work Based Learning Team at the College of West Anglia for advice and support.