

Business Management System

Section 12: Human Resources

**Part 3 – Equal Opportunities, Diversity
and Inclusion Policy**

Document Record		
Rev	Changes	Date
1	Original	1 st September 2023
2	Revision	20 th August 2024
3	Review	28 th August 2024
4	Review	29 th August 2025

Equal Opportunities, Diversity, and Inclusion Policy

Introduction

This company is committed to ensuring equal opportunities for all employees, contractors, learners, and associated individuals. We strive to create a working and learning environment where diversity is celebrated, and everyone is treated with respect, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Discrimination, in any form, will not be tolerated.

Scope

This policy applies to all areas of employment and learning, including recruitment, selection, promotion, training, pay, and the allocation of work. It covers all employees, learners, contractors, visitors, and anyone associated with the company. We operate within the legislative framework of the Equality Act 2010.

General Commitment

Our company is dedicated to providing an inclusive environment where all decisions are made based on objective business criteria, personal skills, and potential contributions. We aim to eliminate discrimination, harassment, and victimisation, advancing equality of opportunity and fostering good relations among all individuals.

Specific Objectives

1. Eliminate Unlawful Discrimination:

We operate a zero-tolerance policy towards discrimination, harassment, and bullying. Procedures for challenging such behaviour are widely promoted and actively enforced.

2. Advance Equality of Opportunity

We ensure every individual has the chance to reach their full potential. Reasonable adjustments are made to accommodate all employees and learners, ensuring equal access to opportunities.

3. Foster Good Relations

We promote understanding and appreciation of diversity, encouraging positive relations among all employees and learners. This includes regular training and awareness-raising activities.

Employment and Recruitment

- **Equal Opportunities in Recruitment**

Our recruitment processes are fair, transparent, and free from bias. We encourage applications from all sections of the community and ensure that reasonable adjustments are made for applicants with disabilities.

- **Continuous Development**

We identify individual training and development needs through regular appraisals, ensuring progression opportunities are available to all. Our workforce should reflect the diversity of the communities we serve.

Inclusive Environment

We are committed to creating a diverse and inclusive environment where everyone feels welcome and empowered to succeed. This includes promoting equality and diversity in all activities, celebrating diversity through events and activities, and ensuring class and work allocations reflect diversity wherever possible.

Teaching, Learning, and Assessment

- **Responsive Curriculum**

We provide a curriculum that meets the needs of all learners, supported by additional learning resources where required. Our teaching methods are inclusive, and our learning environments are welcoming and safe for everyone.

- **Support and Resources**

We offer support to meet individual needs, ensuring all learners and staff can access the resources they require to succeed.

Responsibilities

- **Executive Office/Directors**

The Executive Team is responsible for ensuring compliance with equality and diversity legislation, promoting a positive and inclusive culture, and monitoring the profile of staff, contractors and learners.

- **Human Resources**

HR ensures that recruitment, selection, and employment policies are free from discrimination and that all job advertisements are inclusive. They also ensure that

reasonable adjustments are made for current and potential team members with disabilities.

- **All Staff**

Everyone is responsible for implementing this policy, challenging discriminatory behaviour, and avoiding unfair practices.

Monitoring and Review

This policy is subject to regular review and will be formally reviewed on an annual basis to ensure it remains relevant and effective. Monitoring data on staff, contractors and learners will be collected and analysed to inform decision-making and policy updates. Feedback from staff, contractors and learners will be sought to continuously improve our approach to equality and diversity.

Equality, diversity, and inclusion are integral to our operations, reflecting our commitment to creating a fair, inclusive, and supportive environment for everyone involved with the company.

Jamie Spinks, Director

A handwritten signature in blue ink, appearing to be 'J Spinks', written in a cursive style.

29th August 2025