



<b>Policy title:</b>	Equality, Diversity and Inclusion Policy		
<b>Scope:</b>	Achieve Training		
<b>Policy owner &amp; job title:</b>	Jenny Scrivens - Quality Manager		
<b>Signed:</b>		<b>Date:</b>	01/08/22
<b>Approver:</b>	Dan Canavan – Executive Director of Achieve		
<b>Signed:</b>		<b>Date:</b>	01/08/22
<b>Date:</b>	August 2021	<b>Review Due Date:</b>	July 2022

## POLICY SUMMARY

The Equality, Diversity and Inclusion Policy covers all stakeholders across Achieve Training: colleagues, learners, apprentices, clients/customers, sub-contractors, employers, suppliers and contractors.

- We aim to create a safe, welcoming and inclusive environment where everyone is given the opportunity to fulfil their potential without fear of discrimination, harassment or victimisation.
- We will promote inclusion and diversity through our curriculum and extra-curriculum activities for our learners/apprentices.
- We will ensure that all employment decisions are based on merit and the legitimate needs of the business and that we do not discriminate based on 'Protected Characteristics' as outlined by law.
- We will always consider equality, diversity and inclusion within every activity undertaken by colleagues, from the recruitment of learners/apprentices through to the delivery of training and employment services, as well as in our daily interactions with all stakeholders.
- We will monitor equality, diversity and inclusion, ensuring all legislation and regulatory requirements are met.
- We will ensure our colleagues are aware of this policy, and through regular communication and training ensure they understand their role and responsibilities in implementing this policy.
- Stakeholders are required to adhere to protect the nine characteristics as described within the policy.

**Associated Policies and Procedures:** Acceptable Behaviour Policy, Bullying & Harassment Policy, Health & Safety Policy, Appeals and Grievance Procedure, Assessment Malpractice Procedure, Safeguarding Policy, Prevent Policy, Whistleblowing Policy

## 1. POLICY STATEMENT

Our approach to the delivery of equality, diversity and inclusion is to mainstream it within every activity undertaken by all teams and colleagues, to ensure there is neither direct or Indirect discrimination.

As an organisation, we are committed to supporting a diverse culture where equal opportunity is promoted actively and in which unlawful discrimination is not tolerated. We believe that the differences between people can bring added value, where individual talents, knowledge and experience are recognised and appreciated.

It is about having the confidence to take up alternative views that improve the quality and individuality of the services we provide. It is company policy that no member of staff, customer or learner/apprentice, will be discriminated against on any grounds.

Our vision for equality & diversity:

**“We treat everyone with respect and value and celebrate diversity”**

We have committed in our Achieve Training Strategy 2020-24 that “equality will remain at the heart of all we do” and that we will “develop the offer to attract and serve a more diverse and representative group of learners.” This will include developing our services and training programmes that reflect the diversity of our customers and learners/apprentices. We have set ambitious targets and will benchmark and measure our success throughout.

Through our leadership, service delivery, methods and measures, we will ensure that the legal framework, as set out in the Equality Act 2010, is embraced. The aim of the policy is to ensure that in carrying out our activities, we will have due regard to:

- **Promoting equality of opportunity** – across all the activities of the business and giving everyone the opportunity to fulfil their potential.
- **Promoting good relations** – between people of diverse background
- **Valuing and celebrating diversity** – respecting and embracing alternative views
- **Eliminating Victimisation, Harassment and unlawful discrimination** – the Equality Act 2010 outlaws discrimination on the basis of the following characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex
9. Sexual orientation

All our policies and procedures will be reviewed with regard to the above principles and include a section to outline, where appropriate, any additional measures or considerations to be taken in order to deliver our vision.

## **2. RESPONSIBILITIES OF EMPLOYEE**

- To demonstrate personal commitment and implement this policy in line with their responsibilities;
- Attend regular CPD and training session and to reflect upon how they can further enhance their service to stakeholders in line with this policy;
- Take immediate action when equality, diversity and inclusion is not adhered to by others, whether by colleagues, customers, learners/apprentices or other stakeholders;
- Understand the value and benefits of equality and diversity and the nine protected characteristics listed above;
- Positively promote our approach to equality and diversity and draw to the attention of their line manager any instances of apparent discrimination or problems

## **3. RESPONSIBILITY OF ACHIEVE**

- To ensure that equality, diversity and inclusion is an integral part of induction and through ongoing training and CPD for all colleagues, learners/apprentices and Board members;
- To ensure our commitment to equality, diversity and inclusion is communicated to all through this policy by ensuring it is accessible on our website and internally on our intranet
- To ensure all of our policies give consideration to equality, diversity and inclusion before approval and circulation;
- To ensure that all employment decisions including recruitment, promotion, training, dismissal are based on object criteria and that equality, diversity and inclusion are taken into account and underpin our decisions
- To ensure all our internal and external customers and stakeholders are aware of our commitment to equality, diversity and inclusion;
- To take equality, diversity and inclusion into account when making changes to the business, including our training and employment services;
- To investigate and respond whenever anyone thinks we have not complied with our own policy and have failed to provide equality of opportunity
- To ensure that we understand our current and potential customers and colleagues so that the services we deliver help us to attract and retain them
- We will react to significant differences in terms of customer satisfaction and access to our services, initiating service improvements as appropriate
- To ensure that our suppliers and contractors demonstrate they have appropriate policies and procedures in place to ensure their services to our customers and colleagues meet our diversity expectations
- To ensure that our partner employers (Apprenticeships and Study Programme Work Placements) demonstrate they have appropriate policies and procedures in place to ensure their services to our apprentices', learners and colleagues meet our equality, diversity and inclusion expectations

#### **4. REVIEW OF THIS POLICY**

The Board and the Leadership Team will keep this policy under review and the policy will be updated as and when necessary, through changes in legislation or lessons learnt by the company, a full review will take place as a minimum on a 12-month basis.

The formal review of the policy is the responsibility of the owner and approver (named above) and will be monitored and managed by the Business Intelligence Team as part of the Corporate Policy Framework.