

## EQUALITY, DIVERSITY AND INCLUSION POLICY

Tineke Training Ltd is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Indeed, we actively celebrate equality and diversity internally and externally.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

### **Our policy's purpose**

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time, and extends to our network of contractors

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

## **Our commitments**

Tineke Training Ltd commits to:

1. Encourage equality, diversity and inclusion within our workforce as they are good practice and make business sense
2. Encourage equality, diversity and inclusion externally:
  - a. Liaise with our clients – we make them aware of our approach to valuing every learner and reasonable adjustments policy to accommodate all.
  - b. At the start of sessions we announce our approach to equality, diversity and inclusion, and communicate our zero-tolerance stance on discrimination and bullying. We create an environment that is safe, conducive to learning and celebrates all.
  - c. Every learner has the right to an equal chance to complete their assessment successfully. All learners need to be treated equally regardless of their background. An assessor, in adhering to this policy, should not discriminate against an individual on any grounds including those whose English is not their first language. Provisions and reasonable adjustments can be made by, for example, having a professional interpreter present during practical assessments or translating materials.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as per Tineke Training's complaints procedure, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

5. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

6. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

**Agreement to follow this policy and action following breach of any part of it**

This equality, diversity and inclusion policy is fully supported by senior management.

All complaints relating to and/ or breaches of this policy must be reported to senior management as soon as possible. Our complaints procedure will be followed to fully investigate and take the appropriate action.