


# POLICY DOCUMENT

## Equality, Diversity & Inclusivity Policy

Name of Policy	Date Effective	Review Date	Signature
Equality, Diversity & Inclusivity Policy	5 September 2022	5 September 2023	

### Introduction

FW Solutions Ltd's Equality, Diversity and Inclusion policy sets out our commitment to equality and valuing diversity. We are committed to creating a positive and supportive working and learning environment where individuals are free from discrimination and harassment. Through our working practices we promote a culture of inclusion which means that learners will benefit from an outstanding learning experience, staff are equally valued and respected, and all stakeholders are given equal opportunities.

All personal data used in connection with this Policy shall be collected, held, and processed in accordance with the Company's Data Protection and GDPR Policy.

This Policy should be read in conjunction with the following FW Solutions Ltd policies:

Grievance policy  
Social Media policy  
Prevent policy  
Data Protection & UK GDPR policy  
E-Safety & Internet Safety policy  
Recruitment & Staff Induction policy

### Responsibility

Lesley Rimmington, Quality Director has overall responsible for this policy and its implementation; however, we recognise that all our staff and stakeholders, which includes learners and employers, have a duty to support and uphold this policy. All managers are responsible for taking all reasonable steps to prevent discrimination and/or harassment at work and will take appropriate actions if it occurs.

### Designated Officers:

Sue Kamal, People Director at Realise [sue.kamal@realisetraining.com](mailto:sue.kamal@realisetraining.com) Tel: 07940447841

Sarah O' Connor, Head of HR at Realise [sarah.o'connor@realisetraining.com](mailto:sarah.o'connor@realisetraining.com) Tel: 07483138753

### Scope

Equality, diversity and inclusion is a requirement by law; our statutory duty is outlined within the Equality Act (2010). This is an overarching policy on equality and diversity

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that applies across all areas of our organisation. As per the Equality Act 2010 the protected characteristics are:

- Age;
- Disability;
- Sex;
- Sexual Orientation;
- Race;
- Religion or belief;
- Gender reassignment;
- Marriage or civil partnership;
- Pregnancy and maternity;

The 2010 Act also extends some of these protections to characteristics that previously were not covered by equality legislation. There are a number of different types of discrimination under this legislation.

These are:

- **Direct discrimination** - where someone is treated less favourably than another person because of a protected characteristic.
- **Associative discrimination** - this is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.
- **Discrimination by perception** - this is direct discrimination against someone because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.
- **Indirect discrimination** - this can occur when you have a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic.
- **Harassment** - this is behaviour that is deemed offensive by the recipient. Employees can complain of the behaviour they find offensive even if it is not directed at them.
- **Victimisation** - this occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.

Our moral duty is to ensure individuals within our organisation are protected from inequality and harassment. We aim to create a culture of inclusion where diversity is celebrated and a safe and equal environment delivers organisational, personal and stakeholder benefits.

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### Principles

Our aim is to respect the rights of individuals, to provide a quality working life/environment and not to accept any form of unfair treatment. We will demonstrate this and achieve our commitment by:

- Treating our learners, employers, colleagues and partners fairly and with respect;
- Work to raise awareness of equality and diversity issues with additional training where appropriate;
- Promoting this policy throughout working practices by tackling any form of inequality and discrimination;
- Making training, development and progression opportunities available to all staff;
- Ensuring that all procedures and practices relating to recruitment, selection and working practices provide equality of access and opportunity;
- Recognising that an individual's needs vary and that a flexible approach is required to ensure full participation and access to all its services;
- Monitor its diversity-related work performance and use this information to shape future opportunities;
- Take appropriate action against anyone in contravention of this policy.

### Recruitment & Induction

It is against the Company's Recruitment & Staff Induction Policy to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs.

Reasonable adjustments to the induction process will be made to ensure that no new employee is disadvantaged because of his/her disability.

All staff will be provided with an organisational induction ensuring all have access to the equality, diversity and inclusion policy and an understanding on how it is implemented. Staff training will be provided ensuring all have equal opportunity to continuous professional development.

### Learner approach

Throughout learning provision, Equality, Diversity and Inclusion is continually embedded, raising awareness of our approaches to ensure this policy is constantly adhered to. For example, the policy is promoted by:

- Providing effective Information, Advice and Guidance (IAG) to all learners, ensuring it is presented in a format that is easily understood by all potential learners and employers;
- Provide clear entry criteria to each learner, ensuring a transparent approach to initial and eligibility assessments;

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- Learner induction provides a general overview of equality and diversity, introducing them to the policy and topic;
- Development of an Individual Learning Programme (ILP) ensuring all learners have an ILP that meets their learning needs and ensures full participation;
- Our curriculum will promote equality, celebrate diversity and tackles discrimination, stereotypes and promotes Fundamental British values;
- Encouraging learners to explore equality and diversity issues and how it can impact them and others personally and professionally;
- Embedding equality and diversity principles throughout all policies, procedures and working practices.

### **Grievance and discipline**

All our staff and stakeholders, which includes learners and employers have a responsibility to ensure that their actions and words support Equality, Diversity and Inclusion. Anyone found to be in breach of this, may be subject to disciplinary action. If any employee believes that they have been unfairly discriminated against, they should make a complaint using the grievance procedure.

Where learners and or employers feel that they have been treated less favourably and not in accordance with this policy, they should report this in accordance with the guidelines set out in the complaints policy and procedure.

### **Advice and Support on Discrimination**

Citizens Advice Bureau  
Westminster Buildings  
31 New York Street,  
LEEDS, West Yorkshire,  
LS2 7DT  
Website: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

Equality Advisory Service  
FREEPOST - EASS HELPLINE  
FPN6521  
Phone: 0808 800 0082  
<https://www.equalityadvisoryservice.com/app/home>

The Acas helpline is for anyone who needs employment law or workplace advice  
ACAS Helpline 0300 123 1100

### **Policy Review**

Overall responsibility for this Equality, Diversity and Inclusion Policy within FW Solutions Ltd and the implementation thereof lies with Lesley Rimmington, Quality Director.

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This policy will be reviewed annually by Lesley Rimmington, Quality Director, Rebecca Warden, Business Development Director and Janet Williams, Office Manager.

This Equality, Diversity and Inclusion Policy is Version 6 and was amended and adopted on 05/09/2022.

This Equality, Diversity and Inclusion Policy is due to be reviewed on 05/09/2023.