DOCUMENT TITLE & VERSION	EQUALITY DIVERSITY & INCLUSION Version 2
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RESPONSIBLE DIRECTOR	PATRICIA MALLALIEU
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Equality & Diversity Policy

Be Inspired Training Ltd is committed to the principle of equal opportunities for all.

This policy takes into account :

- the requirements of the Rehabilitation of Offenders Act 1974,
- the Sex Discrimination Acts 1975 and 1986,
- the Equal Pay Act 1976,
- the Race Relations Act 1976,
- the Disability Discrimination Act 1995,
- the Employment Equality (Religion or Belief) Regulations 2003,
- the Employment Equality (Sexual Orientation) Regulations 2003,
- the Employment Equality (Age Discrimination) Regulations 2006 and the Equality Act 2010.

Aim *Toprovide and maintain an environment that is friendly and supportive and that enables individuals to achieve their full potential. We recognise and welcome the distinctive contribution made by people of different backgrounds and experience to our community and acknowledge that this diversity is vital to the health and success of our community.* In accordance withthis statement, Be Inspired Training Ltd are committed to the fair and equal treatment of all individuals regardless of gender, age, disability, race, ethnic or nationalorigin, sexual orientation, and marital status, religious or political

beliefs and pregnancy, maternity and paternity including adoption leave. Be Inspired Training Ltd is opposed to all forms of unlawful or unfair discrimination.

Policy implementation

To comply with the Statement above, Be Inspired Training Ltd will ensure:

- Staff recruitment, selection, training and development, and promotion are free from bias and discrimination.
- Learners admission and assessment are free from bias and discrimination;
- The design and operation of courses, teaching materials and other resources is non- discriminatory, encourages equality of opportunity and reflects the diversity of the community.
- Data relating to the gender, ethnic origin and special needs of learners is collected. This data will be reviewed and evaluated annually and made available to awarding and/or regulatory bodies or their agents.
- Our equal opportunities policy is reviewed on a regular basis.
- All learners and staff are to receive copies of the Equality & Diversity Policy during induction to their course/employment.
- Any breaches of the Equality & Diversity Policy should be reported to the Centre Coordinator.
- Any member of staff that fails to adhere to the Equality & Diversity Policy will face disciplinary procedures as laid out in the Contract of Employment. In extreme cases this may result in dismissal

Responsibilities

Directors

- Provide leadership in the promotion of equality and diversity Comply with and
- implement current legislative requirements Seek to remove barriers that prevent
- equality of access to employment, promotion and development for all its employees.
- Monitor the effectiveness of this policy.

LineManagers / Co-ordinators

- Promote the policy on equality and diversity and ensure that all employees are aware of it.
- Endeavour to prevent all forms of discrimination in the workplace and take action promptly and fairly, in confidence to eliminate such behaviour should it occur.

Employees

- Comply with the policy and co-operate with measures introduced by the Directors to ensure equality of opportunity and non-discriminatory practice.
- Refrain from any form of discrimination, victimisation and harassment and bullying and ensure that their own behaviour does not cause offence.
- Inform the Directors if they suspect or are aware that discrimination of any kind is taking place and support colleagues suffering from such treatment.
- All employees must comply with measures and procedures developed by Be Inspired Training Ltd to ensure equal opportunities.
- All employees should inform Be Inspired Training Ltd management if they believe the Equality & Diversity Policy is being contravened.
- All employees should assist Be Inspired Training Ltd in the review and future development of this policy
- The Centre Coordinator will collect the Equality & Diversity data from the registration detail and collate the annual review.

Be Inspired Training Ltd is committed to following the principles set out in the Equality Act 2010.

Specifically BeInspired Training Ltd is committed to:

1. *Eliminating discrimination-harassment -victimisationand anyothersuch conduct.*

2. Advancing equality of opportunity for all people, regardless of age, disability, gender reassignment, pregnancy, maternity, race, religion or belief, sex or sexual orientation.

3. Foster good relations between all persons, regardless of whether they share a protected characteristic or not.

In order to achieve the above Be Inspired Training Ltd will, when making decisions, implementing policies or reviewing policies, have due regard to the need to promote the equality of opportunity between persons who share relevant protected characteristics and persons who do not.

1.Removeor minimise disadvantages suffered bypersons, whether employees or learners, who share a relevant protected characteristic and are connected to that characteristic.

2. Take steps to meet the needs or employees or learners who share a relevant protected characteristic that are different from the needs of persons who do not share it.

3. Encourage employees or learners to participate in all aspects of social life, regardless of any protected characteristics.

All Be Inspired Training Ltd policies, procedures and decisions should be taken or read with this policy statement in mind. Any Be Inspired Training Ltd member

organisation, should familiarise themselves with this policy and the Equality Act 2010 in general. **More details can be found on www.equalityhumanrights.com.**
If you have any queries in relation to this policy or any ideas for assisting Be Inspired Training Ltd in meeting its objectives under this policy, please do not hesitate to contact us.

the Government's equality home page

Be Inspired Training Ltd – Welcome Pack statement to Learners

Be Inspired Training Ltd is committed to Equality & Diversity both as an Employer and in its provision of training and assessment services.

Be Inspired Training Ltd is also committed to enforcing our Equality & Diversity Policy with regard to any sales and marketing materials and campaigns that we run.

We aim to seek to eliminate barriers and to ensure no less favourable treatment on the grounds of gender, marital status, ethnic origin, disability, religion, age, sexual orientation, or offender status.

Be Inspired Training Ltd will seek to address the circumstances of those who suffer discrimination or similar disadvantages in order to ensure talent is properly recognised and by doing so maximise the trainee's potential.

Be Inspired Training Ltd is committed to creating an inclusive training and working environment for all learners and staff.

Any member of staff that fails to adhere to the Equality & Diversity Policy will face disciplinary procedures as laid out in the Contract of Employment. In extreme cases this may result in dismissal.

Any Learners that fail to adhere to the Equality & Diversity Policy are also liable to face disciplinary procedures and may be asked to leave their course.

This statement supports the Awarding Organisation requirements as laid down in the qualification handbooks.

The Internal Verifier will liaise with the External Verifier and Professional Bodies when advice is being sought for people with particular requirements.

All learners will work within the defined Ofqual standards laid down in the qualification levels, therefore ensuring that the criteria of specific programmes will be met.

Any breaches of the Equality & Diversity Policy should be reported to the Administration team.