



**Quality Training & Skills Development**  
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<b>Full name of policy:</b>	<b>Equality and Diversity Policy</b>
<b>Requirement for policy:</b>	To outline the responsibilities of Directors, Assessors, Learners and Associated Partners.
<b>Name and post of person responsible:</b>	All Directors
<b>Highest QTSD body approving the policy:</b>	Directors
<b>Date of approval:</b>	30 June 2022
<b>Frequency of review:</b>	2 years
<b>Dates of previous reviews:</b>	30 June 2016/30 June 2018/30 June 2020/30 June 2022
<b>Date of next formal review:</b>	30 June 2024
<b>Equality analysis (if required):</b>	
<b>Policy Reference:</b>	
<b>Total number of pages – (including appendices and front sheet):</b>	4
<b>Comments:</b>	

## **Equality and Diversity** **(Including reasonable adjustments)**

Quality Training & Skills Development (QTSD) are proud of its diverse client, student and partnership community. The organisation currently has clients and students from many nations, and age ranges. QTSD is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination and strives constantly to move beyond legal compliance towards best practice in promoting and celebrating equality and diversity.

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.

We are committed to promoting equality and opposing discrimination on the protected characteristics under The Equality Act 2010, namely:

- Age
- Race
- Gender
- Disability
- Sexual orientation
- Values, beliefs and faith
- Socio-economic background
- Transgender/gender re-assignment
- Marriage/civil partnerships
- Pregnancy and maternity

Socio-economic background is not a “protected characteristic” under the Equality Act 2010, we have included it as we consider important the experiences of groups of people whose life chances may be affected by their social identity, in particular those from disadvantaged socio-economic backgrounds.

### **What is meant by reasonable?**

Reasonable adjustments may be granted to assist those learners with a disability or difficulty which puts them at a disadvantage during an exam or assessment situations. Any learner’s needs should be identified during the Initial Assessment process and adjustments made following Awarding Body Reasonable Adjustments policies (e.g Readers and or Writers are not permitted for the Functional Skills English Assessments).

## **The policy's purpose is to:**

- provide equality, fairness and respect for all in our engagements with learners, partners and stakeholders whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits (where appropriate), terms and conditions of engagement, dealing with grievances and discipline, dismissal, training or other developmental opportunities

## **The organisation commits to:**

- encourage equality and diversity in the workplace as they are good practice and make business sense
- create a working and learning environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all learners and associates are recognised and valued
- This commitment includes training learners and all other associates about their rights and responsibilities under the equality policy. Responsibilities include associates conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
- All associates should understand they, as well as QTSD, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their engagement, against fellow associates, learners, partners, stakeholders, customers, suppliers and the public
- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow associates, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities
- Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to the cancellation of any contractual agreement without notice

- Further, sexual harassment may amount to both an engagement 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
- make opportunities for training, development and progress available to all learners and associates, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- decisions concerning associates being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- 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
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy
- Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

The Equality and Diversity policy is fully supported by The Directors of QTSD.

***June 2018/QTSD LTD (incorporating QTSD South East/QTSD South West/QTSD London)***