



EO01 – Equality, Equity, Diversity and Inclusion Policy

Commitment Statement

Access Training is committed to encouraging equality, equity, diversity, inclusion and to eliminating unlawful discrimination amongst our workforce, learners and partner organisations. Our aim is that our workforce and learners will be truly representative of all sections of society, and that each member of staff and learner feels respected, able to give their best and achieve their full potential. Additionally, the organisation, in providing its services and facilities is also committed to be against unlawful discrimination of both customers and the public.

The Board of Directors, Management Team, Tutors, Trainer Assessors and all other staff are fully supportive of the policy and are responsible for working in the right way to achieve the objectives of the policy and creating an environment that discourages and protects against discrimination and harassment.

Purpose

The purpose of this policy is to provide equality, equity and fairness for staff, learners and clients and not to discriminate on the grounds of protected characteristics such as:

- age
- disability
- gender reassignment
- marriage & civil partnership
- Pregnancy and Maternity (including staff, their partners and adoptive parents)
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation.

Access Training acknowledges the intersectional nature of discrimination, where individuals may experience multiple forms of disadvantage or marginalization based on their intersecting identities (e.g., race, gender, disability). We are committed to creating an inclusive environment that recognizes the unique experiences of individuals affected by these intersecting factors.

Access Training opposes all unlawful discrimination. This could include discrimination around (this list is not exhaustive):

- 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

All learners, staff and other workers will be treated fairly and with respect.

Selection of staff for employment, promotion, training or any other benefits will be based on merit, performance, aptitude and ability. Where permitted by law, appropriate training may be given to staff to aid under-represented groups to progress within the company.

EO01 – Equality, Equity, Diversity and Inclusion Policy

All staff and learners will be helped and encouraged to develop their full potential, and the talents of staff will be fully utilised to maximise the efficiency of the organisation. (Certain government funded training programmes lawfully restrict the eligibility conditions for learners on some programmes e.g. age restrictions, previous qualifications, citizenship requirements.)

Access Training is committed to providing a safe working and learning environment that is free from:

- direct discrimination
- combined discrimination: dual characteristics (characteristics as listed above)
- discrimination arising from disability
- gender reassignment discrimination
- pregnancy and maternity discrimination (work cases)
- pregnancy and maternity discrimination (non-work cases including breastfeeding)
- perception discrimination
- indirect discrimination
- harassment (including sexual) / third part harassment
- victimisation
- bullying

Promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

Access Training will ensure that equality of opportunity, equity, diversity and inclusion is maintained in the following areas:

- recruitment and selection;
- promotion, appraisal, transfer and training;
- terms of employment, benefits, facilities and services;
- grievance and disciplinary procedures; and
- dismissals, resignations and redundancies.
- pay and benefits
- leave for parents
- requests for flexible working

We wish to embrace staff and learners from a wide range of backgrounds so whatever an individual's personal beliefs are about acceptable and unacceptable behaviour, it is essential that everyone complies with this policy.

Access Training aims to create an inclusive culture and workplace in which people are accepted as individuals, regardless of their differences and where they feel their contribution is valued. This will be achieved through clear communication through multiple communication methods, providing a detailed staff induction, staff survey and performance management system to gather feedback from staff and to set clear targets against organisational objectives.



EO01 – Equality, Equity, Diversity and Inclusion Policy

Implementing the Policy

All staff and learners are made aware of this policy and given the opportunity to discuss it during their induction and are either given a copy of this policy or access via the intranet.

Access Training encourages all staff, employers and other partners to appreciate and act upon standards of good practice and current legislation and to value the business and social benefits of employing a workforce and training learners drawn from different cultures, ages and backgrounds.

Access Training will train managers and all other staff about their rights and responsibilities under the equality, equity, diversity and inclusion policy. The aim is to foster better understanding of equality, equity and diversity issues for members of staff and promoting inclusive practices throughout the company. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

Creating a Working Environment Free of Bullying, Harassment and Victimisation

Access Training are committed to taking all reasonable steps to create a working environment free of bullying, harassment (inc sexual 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 members of staff, customers, suppliers and the public.

Employment practices and procedures will be reviewed when necessary to ensure fairness and update them and the policy to take account of changes in the law.

Raising Learner Awareness

Learners on all programmes have access to information to raise their level of knowledge and understanding of equality, equity, diversity and inclusion as part of the wider curriculum at Access Training.

Access Training is a “Disability Confident Committed” organisation.

The company is positive about recruiting and employing staff with disabilities and will make reasonable adjustments in the work and learning environment where appropriate to accommodate and develop them. Reasonable adjustments can include changes to practice, removal of physical features / obstacles and providing additional resources and equipment.

All marketing and publicity material for the recruitment of staff, learners, partners and placement opportunities will reflect the company’s commitment to equality, equity, diversity and inclusion.

We will ensure that we meet requirements regarding access to our premises. Appropriate resources and support will be available to staff and learners with sight and /or hearing impairments, restricted movement, learning difficulties etc.

We will always seek to place learners in employment or work in placements that are supportive to any needs that they may have by way of risk assessments that also cover accessibility



EO01 – Equality, Equity, Diversity and Inclusion Policy

Reviewing the Policy

This policy will be reviewed annually, or at any time that there is a change of legislation which impacts on the policy.

Policies, procedures, practices and forms are equality impact assessed at both the point of implementation for new policies (etc) and at any point of update for existing policies (etc).

To ensure that our policy is operating effectively, (and for no other purpose); Access Training maintains records of both staff and learner ethnicity, age, gender and disability. Analysis of these records is produced on a 6-monthly basis (at least) and provides a basis for appropriate action to ensure that direct or indirect discrimination does not take place and to promote equality of opportunity.

Measures for improvement and continued good practice will be listed in the Quality Improvement Plan (QIP) which is linked to the Strategic Plan.

Monitoring the Makeup of the Workforce and our Learners

Access Training will use diversity data to help us understand our workforce and learners to enable us to measure how diverse our current workforce and learner population is.

Learner and workforce data is produced at least quarterly. These include information on age, sex, ethnicity and disability and are considered and discussed at management and board level.

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

Recruitment, Selection and Staff Training

We will ensure fair and equal treatment of all staff and applicants, providing a workplace free from discrimination, harassment, and victimisation where everyone is welcome and thriving.

Our recruitment, selection and promotion process will be based solely on merit and suitability for the role. We will ensure that the recruitment process is accessible to all and make reasonable adjustments to ensure we are not creating barriers.

Access Training is committed to ensuring that all staff, regardless of background or identity, have equitable access to professional development, promotion opportunities, and career progression. We will actively work to identify and remove any barriers to advancement.

Taking Equality, Equity, Diversity and Inclusion Seriously

Access Training is committed to taking seriously any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow staff, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

To safeguard individual rights under the policy, any staff member, job applicant or learner who believes that Access Training has applied unfair or discriminatory treatment to them within the scope of the policy, may raise the matter using the appropriate grievance or complaints procedure. This includes with whom a member of staff should raise a grievance – usually their line manager.

EO01 – Equality, Equity, Diversity and Inclusion Policy

Breaches of the policy by staff will be considered as misconduct and dealt with through Access Training's staff disciplinary procedure and for learners through the learner disciplinary procedure. Serious breaches could, following an investigation, lead to dismissal from work or from the learning programme for learners.

The legislation to combat discrimination and promote equal opportunities and diversity is the Equality Act 2010. The amendment of the Equality Act 2010, with the introduction of the Workers Protection Act strengthens existing protection for workers against sexual harassment. Sexual harassment can happen to men, women and people of any gender identity or sexual orientation. It can be carried out by anyone of the same sex, a different sex or anyone of any gender identity.

Access Training take all reasonable steps to prevent sexual harassment in the workplace and by visitors, customers, clients or other third parties they may have contact with at work.

Access Training will pay particular attention to the duties imposed by the above legislation and may seek guidance on legislation from the relevant Commission and ACAS. Guidance on the legislation can be obtained from the Equality and Human Rights Commission (EHRC) www.equalityhumanrights.com and the Women and Equalities Unit (formerly Government Equalities Office) [here](#).

Training, Assessment and Examinations

Access Training is committed to ensuring a fair and equal learning experience across all our provision. Learners are asked key questions on their application form which help identify any learning needs or disabilities that could possibly impact on their training with us and as such allows us to put in place extra support during training and examinations.

If a learning need or disability is identified, a discussion will take place between the learner and their Trainer / Assessor and reasonable adjustments will be made to accommodate these needs. Access Arrangements may also be put in place to assist with training and exams. These are subject to the correct evidence being made available by the learner and stipulations set by the awarding bodies and JCQ.

For further information on Access Arrangements please go to the JCQ website:
<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

EO01 – Equality, Equity, Diversity and Inclusion Policy

Title	Code
Equality, Equity, Diversity and Inclusion Policy	EO01
Publication Date / Date of Update	Version Number
February 2025	3.5
Originator	Checked for Impact Assessment
Name: Duncan Hembury	Assessor(s): Duncan Hembury
Date: 18.11.25	Date Assessed: 18.11.25
Authorised by Managing Director	Authorised by Board of Directors
Name / Signature: Corrina Hembury	Name / Signature: Will Nixon
Date: 05.12.25	Date: 05.12.25
Associated Policies	
n/a	
Associated Forms	
n/a	