



## Equality and Diversity Policy

Policy Approval						
<b>Approval Required:</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<b>Annual Review Required:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approval Panel:</b>	Darren Powell					
<b>Created By:</b>	<b>Name</b>	<b>Signature</b>		<b>Date</b>		
	Darren Powell			01/09/2024		
<b>Reviewed:</b>	Darren Powell			01/08/2025 — No Changes		
<b>Next Review Date:</b>	August 2026					
<b>Policy Writer/s:</b>	Darren Powell					

### POLICY STATEMENT

Cinders Training is committed to promoting equality of opportunity, valuing diversity and eliminating discrimination in all its activities. We recognise that every person is unique and that diversity enriches our organisation and the communities we serve. We believe that equality and inclusion are fundamental to high-quality training and to the personal development of every learner and member of staff.

This policy sets out our approach to meeting the legal requirements of the Equality Act 2010 and to embedding equality, diversity and inclusion across all our policies, procedures, delivery and interactions. We also work to demonstrate Fundamental British Values: democracy, the rule of law, individual liberty, and mutual respect and tolerance.

### SCOPE

This policy applies to all employees, learners, apprentices, candidates, associates, contractors, visitors and other stakeholders of Cinders Training. It applies to all activities including: recruitment and employment, programme delivery and assessment, learner support, communications, and procurement.

### PROTECTED CHARACTERISTICS

The following characteristics are protected under the Equality Act 2010. Cinders Training will not discriminate against any person on the basis of:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity

- Race (including colour, nationality, ethnic or national origin)
- Religion or Belief
- Sex
- Sexual Orientation

## **TYPES OF DISCRIMINATION**

- Direct discrimination — treating someone less favourably because of a protected characteristic
- Indirect discrimination — applying a provision, criterion or practice that disadvantages people with a particular protected characteristic, without objective justification
- Harassment — unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment
- Victimisation — treating someone less favourably because they have made, or are suspected of making, a complaint or allegation under the Equality Act

No form of discrimination will be tolerated. Staff who discriminate against, harass or victimise another employee or learner will be subject to the Cinders Training disciplinary procedure. In serious cases, such behaviour may constitute gross misconduct and result in dismissal.

## **OUR COMMITMENTS**

### **To Learners**

- All learners will be treated as individuals and with equal respect, regardless of any protected characteristic
- No learner will be refused a place on any programme on grounds of a protected characteristic
- Reasonable adjustments will be made for learners with disabilities or additional needs — see the Reasonable Adjustments and Special Considerations Policy
- Information will be made available in accessible formats and languages where required
- Learners will be encouraged to participate fully in all activities
- Staff will challenge stereotypes and derogatory language promptly, both in sessions and throughout the learner journey
- Resources and teaching strategies will reflect and value the diversity of learners' experiences
- Learners will be supported to understand and respect diversity through the curriculum and their learning programme

### **To Staff**

- Recruitment, selection, promotion, training and development will be based solely on merit, ability and the requirements of the role
- All employees will be treated fairly and with respect
- No employee will face discrimination, harassment or victimisation
- All staff will receive equality and diversity training at induction and periodic refreshers
- Cinders Training will make reasonable adjustments for staff with disabilities

## **DISABILITY AND ADDITIONAL NEEDS**

Cinders Training is committed to the inclusion of learners and staff with disabilities or additional needs. We will make reasonable adjustments to premises, delivery methods, resources and assessment arrangements to enable full participation. We encourage learners and staff to disclose any disability or additional need at the earliest opportunity so that appropriate support can be put in place promptly.

## **LANGUAGE AND COMMUNICATION**

Where a learner's first language is not English, Cinders Training will seek to provide accessible information and, where required and practicable, an interpreter or translated materials. Positive support for a learner's home language and culture will be given as a foundation for their learning journey.

## **MONITORING AND REVIEW**

Cinders Training will monitor the outcomes of learners and staff across protected characteristics to identify any gaps or barriers and take targeted action to address them. Monitoring data will inform the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP). The results of monitoring will be reviewed by the Senior Management Team at least annually.

## **REPORTING DISCRIMINATION OR HARASSMENT**

Any learner, employee or visitor who believes they have experienced or witnessed discrimination, harassment or victimisation should report this to the Head of Education & Quality or the Managing Director. All reports will be treated seriously, investigated promptly and dealt with in accordance with the relevant disciplinary or complaints procedure.

Learners may also raise concerns through the Complaints, Appeals & Enquiries Policy. Where a concern relates to a member of staff, the matter will be escalated to the Managing Director.

## **POLICY REVIEW**

This policy will be reviewed annually by the Head of Education & Quality, or sooner following any change in equality legislation or significant equality-related incident. All staff will be informed of material updates.

This policy should be read alongside: Safeguarding Policy, Philosophy and Respect for All Policy, Reasonable Adjustments and Special Considerations Policy, Staff Development Policy, and the Complaints, Appeals & Enquiries Policy.