

EQUALITY, DIVERSITY AND INCLUSION POLICY



Equality, Diversity and Inclusion Policy

Scope of the Policy

This policy is provided for Protutorial customers, learners, and staff members who are using or delivering qualifications offered by Protutorial.

Review Arrangements

Protutorial will review this policy annually in line with self-assessment arrangements. This policy will also be revised as and when necessary, in response to customer and learner feedback or good practice guidance issued by an awarding organisation or other regulatory body.

Location of the Policy

This policy is available for all staff members, third parties, and learners to access via the Protutorial website. Protutorial will also ensure that the policy is available in alternative formats, such as large print and audio, to accommodate diverse learner and staff needs.

Communication of the Policy

Each staff member involved in the management, delivery, assessment, and quality assurance of qualifications offered by Protutorial shall be made aware of this policy during their induction period of employment.

Learners undertaking Protutorial qualifications shall be informed of this policy during their induction process.

Policy Statement

Protutorial is committed to the principles of Equality and Diversity. Equality of access and opportunities for all are core values of the organisation, and Protutorial is committed to raising the profile of equality and diversity and to being proactive in ensuring fairness to all. The Equality Act 2010 underpins all Protutorial policies.

All learners and employees of Protutorial are required to follow and honour the principles of this Equality and Diversity Policy.

Protutorial's policy is to provide equality for all, irrespective of:

- Age
- Gender, gender reassignment, transgender, sexual orientation, marital or family status including pregnancy

- Disability or learning difficulty
- Ethnic origin, perceived race, skin colour, nationality, or national origin
- Religion or belief, philosophical belief, or no belief
- Working hours including part-time workers
- Membership/non-membership of trade unions
- Family arrangements and civil partnerships
- Or any other cause leading to unfair discrimination

In accordance with the Equality Act 2010, Protutorial encourages and supports the development of a society where people's ability to achieve their potential is not limited by prejudice or discrimination. We respect and protect each individual's human rights, dignity, and worth. We ensure that each individual has an equal opportunity to participate in society, and we promote mutual respect between groups based on understanding and valuing diversity and shared respect for equality and human rights.

There are no circumstances in which Protutorial will tolerate discrimination, harassment, bullying, or victimisation from or towards any staff members, learners, or customers. This also includes cyber-harassment or cyberbullying. Any issues must be reported to a member of the Senior Management Team.

All employees and learners are expected to be alert to and report any instances of the issues identified below.

Discrimination

Discrimination occurs when people are treated less favourably than others because of a protected characteristic they have or are thought to have. This includes discrimination on the grounds of their gender, race, ethnic origin, religious beliefs, age, marital status, stage of development, ability or disability, sexual orientation, gender reassignment, and wealth or background.

There are four types of discrimination: Direct Discrimination, Discrimination by Association, Perception Discrimination, and Indirect discrimination.

Personal Dignity and Harassment

It is an offense for any person to harass another person by unwanted conduct or to make them feel that their dignity has been offended or violated. Protutorial is committed to maintaining an environment free from intimidation, hostility, degradation, or humiliation.

Racial Harassment

Racial harassment is any action of a racist nature that results in people feeling threatened or compromised. It can include:

- Racial name-calling
- Derogatory remarks
- Racist graffiti or jokes
- Display or circulation of racially offensive material
- Physical threats, insulting behaviour, or gestures
- Open hostility
- Exclusion from normal conversation or social events.

Sexual Harassment

Sexual harassment at work or in vocational training is now specifically defined in law. Sexual harassment is unwanted conduct of a sexual nature that affects the dignity of women and men at work, including physical, verbal, or nonverbal conduct. It can be in the form of:

- Insensitive jokes or pranks
- Lewd comments about appearance
- Unnecessary bodily contact
- Displays of explicit materials
- Gestures and leering
- Speculation about a person's private or personal life.

Bullying

Bullying is a form of harassment, whether by staff or other learners. Bullying may be verbal, non-verbal, or physical conduct that causes individuals to feel threatened, isolated, or humiliated – and may include members of a group other than those being directly targeted. Bullying can take many forms and can be difficult to detect by those not directly involved. All learners and staff members are asked to report bullying at the earliest stage so that it can be stopped.

The law recognises bullying as a serious issue, and the protection from the Equality Act 2010 makes it a criminal and civil offense to cause harassment, alarm, or distress to any person.

Victimisation

Victimisation is when a person is treated less favourably in the same circumstances because that person has, in good faith, made a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so.

Responsibilities

Protutorial employees have a responsibility to ensure they are familiar with this policy, adhere to the principles of this policy, and report any suspicions they may have to members of the senior management team.

Protutorial actively promotes equality and fairness and values the diversity of all learners, employees and customers.

Version Control

Version	Author	Date	Changes or comments
1.0	Natalie Willetts	12.03.2024	Approved policy agreed