



## Equality, Diversity and Inclusion Policy

Published: 28/05/2020  
Document no: 10/DOC/COM/1.1  
Approved by: Andrew Cumiskey

# Contents

Purpose ..... 2

Equality..... 2

Diversity..... 2

Discrimination..... 2

Inclusion ..... 2

Commitments ..... 3

Responsibilities ..... 3

Reporting and Monitoring..... 3

## Purpose

The purpose of this policy is to set out our commitment to ensuring we adhere to legislation and regulatory requirements.

ATC Training fully support the principle of equal opportunities and oppose all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital/civil partnership status, nationality, political orientation, racial origin, religious beliefs, sexual orientation, social background or any other grounds or status.

## Equality

Equality is ensuring individuals or groups of individuals are not treated differently or less favourably, on the basis of their specific protected characteristic, including areas of race, gender, disability, religion or belief, sexual orientation and age.

Promoting equality should remove discrimination in all of the aforementioned areas. Bullying, harassment or victimisation are also considered as equality and diversity issues

## Protected Characteristics

The Equality Act (2010) covers and protects people from discrimination based on nine “protected characteristics”. They are as follows:

- Age
- Disability
- Gender Reassignment
- Marriage & Civil Partnerships
- Pregnancy and Maternity
- Race
- Religion or Belief
- Gender
- Sexual Orientation

## Diversity

Diversity aims to recognise, respect and value people’s differences to contribute and realise their full potential by promoting an inclusive culture for all staff and students

## Discrimination

Discrimination is treatment or consideration of, or making a distinction in favour of or against, a person or thing based on the group, class, or category to which that person or thing is perceived to belong to rather than on individual merit

## Inclusion

Inclusion is the practice of someone being accepted for whom they are and changes are made accordingly. Inclusion promotes equality of opportunity and ensures that everyone’s needs are met

## Commitments

We are committed to ensuring that equality, diversity and inclusion are promoted in all areas of our services, and that unlawful or unfair discrimination, whether direct or indirect, is eliminated. We will ensure that:

- this policy is made freely available to employees, associates employers and learners
- the widest possible diversity of learners can access the content and assessment of our products and services;
- the entry requirements, content and assessment of our products and services are appropriate to the knowledge, understanding and skills specified and do not act as unnecessary barriers to achievement;
- all our products and services will ensure fair assessment for all learners;
- the language we use in our materials is clear, free from bias and appropriate to the target group;
- we aim to produce material that does not cause offence and will review against this policy;
- we will always support and demonstrate the principles of equality and diversity; and
- we will always adopt a zero-tolerance approach for bullying, harassment, victimisation and unlawful discrimination aimed at our learners

## Responsibilities

Leaders and Management should:

- ensure that all employees and associates are fully aware of their responsibilities via training, access to policies and communicating changes;
- provide guidance on any areas that need clarification;
- ensure that all employees and associates are aware of their responsibilities regarding equality and diversity

Trainers and Assessors should:

- Follow all aspects of this policy
- Make suggestions for improvement of this policy
- Ensure this policy is available for learners upon request, e.g. a printed hard copy of through online access to the website.

## Reporting and Monitoring

If you have a concern regarding Equality, Diversity and Inclusion please contact us at [info@atctraining.co.uk](mailto:info@atctraining.co.uk) or your named contact. We will ensure that we regularly monitor Equality, Diversity and Inclusion practices including:

- recruitment practices;
- training;
- checking that policies are up to date and relevant; and
- reviewing the current procedures in place.