

# Equality and Diversity Policy

## Introduction

This policy sets out EDGE Services commitment to equality and diversity.

## Purpose of this Policy

EDGE Services is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, disability, ethnic origin, religion or belief, sexual orientation, marital status, age, or nationality

This Policy sets out our intention to deliver a service and range of qualifications/ courses that are fair, accessible and do not include any unnecessary barriers to entry and learning.

We are committed to providing equality of opportunity for all, irrespective of:

- age
- disability
- ethnicity (including race, colour and nationality)
- gender (including gender reassignment, marital status, pregnancy or maternity)
- religion, belief
- sexual orientation (including civil partnership status)

## Scope

The policy is applicable to all staff involved in any element of training provision including, trainers, sales teams, administration staff etc.

We will work to ensure that all of our delegates are treated fairly and are not subjected to unlawful discrimination by EDGE Services.

## Aim

EDGE Services aim is to promote equality of opportunity for all, through the following objectives:

- complying with its legal obligations;
- having an effective data monitoring and analysis process that supports this policy;
- involving staff, delegates and other stakeholders in the development and delivery of our equality objectives;
- ensuring that managers and staff undergo appropriate equality training for their role;
- promoting equality and diversity through internal and external communications;
- ensuring that learners, as well as those who seek to apply to study with us, are treated fairly and that individuals are judged solely on merit and by reference to their skills, abilities, qualifications, aptitude and potential.

## Implementation

EDGE Services as a whole, shares responsibility for the successful application of this policy, whilst specific responsibility falls on managers and trainers who are professionally involved with delegates and their development.

Any learner or staff member, who believes that he/she may have been the victim of discrimination, shall have full right to complain about treatment. EDGE Services is committed to finding resolution for complaints under this policy.

## Role and Responsibilities

Managers within EDGE Services have day to day operational responsibility for this policy and its implementation

Managers have a responsibility to:

- Set a good example by treating all members of EDGE Services with dignity and respect;
- Correct unacceptable behaviour;
- Ensure staff and learners know how to report discrimination, bullying and harassment.
- Deal with complaints fairly, thoroughly, quickly and confidentially;
- When designing and developing courses and assessments EDGE Services will ensure that there are no features that could disadvantage any groups of delegates that share a characteristic or barriers to entry other than those directly related to the purpose of the qualifications
- Assessment must similarly be undertaken without discrimination. This policy should apply to all satellite/associated venues and there should be arrangements in place to monitor its application and effectiveness.
- When completing of client/delegate bookings for courses/qualifications any requests or reasonable adjustments noted on the booking form must be passed over to the relevant parties, so reasonable adjustments can be made as necessary, e.g. to venue or course materials

### **Review arrangements**

This policy will be reviewed annually and revised as and when necessary in response to client and delegate feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

If you would like to feedback any views on this policy, please contact us via the details provided at the end of this policy.

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