

# Equality, Diversity & Inclusion Policy

## Purpose

This policy sets out Best Practice's approach to equality, diversity and inclusion. Best Practice Training & Development is committed to promoting equality, diversity and inclusion, and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. Best Practice aims to be an inclusive organisation, committed to providing equal opportunities throughout employment and for the learners we support - including in the recruitment, training and development of employees and learners, and to pro-actively tackling and eliminating discrimination.

## Equality and Diversity at Best Practice

We consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in employment, and to goods and services.

We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Best Practice Training too.

We acknowledge that equality and diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.

Inclusion is the act and process of including individuals of all characteristics in the workforce and as learners of the organisation.

## Scope

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract, to our learners, and also to associated persons such as contractors and others employed under a contract of service.

All our employees have personal responsibility for the application of this policy. As part of your employee induction, you are expected to read and familiarise yourself with this policy, ensure that this policy is properly observed and fully complied with.

## Our commitment

Every employee and learner is entitled to a working/learning environment that promotes dignity, equality and respect for all. Best Practice will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, learner, contractor, job applicant or visitor because of a protected characteristic:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position of seniority.

You may decide in the alternative to raise the matter through Best Practice's Harassment and Bullying and/or Grievance Policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. Best Practice will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by Best Practice as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under Best Practice's Discipline Policy. Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

Our policy implements the legislation enshrined in the following Acts:

- The Human Rights Act 2000
- Race Relations Act 1976
- Equality Act 2010

All staff and learners are expected to:

- Treat all individuals fairly, with dignity and respect regardless of protected characteristics
- Promote a work and education culture in which diversity is highly valued and embedded
- Ensure zero tolerance of all forms of discrimination, bullying and harassment
- Takes steps to resolve personal conflict as early, fairly and amicably as possible

### **Training Delivery**

In the design and provision of training programmes, we make every reasonable effort to ensure that our conduct and materials are free from bias and will not imply discrimination or cause offence to any group or individual. We will positively promote diversity of the protected characteristics, using positive images and examples wherever possible. We will adjust learning materials where possible and practical including changing paper colour, font sizes and language.

If you feel that you have been unfairly treated or discriminated against in your workplace or in a training course by a member of Best Practice's staff, then please put your complaint in writing to:

Managing Director  
Best Practice Training & Development Ltd  
First Floor, Centre Block  
Hille Business Centre  
132a St Albans Road  
Watford  
WD24 4AE

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