



**Equal Opportunity,  
Diversity and Inclusion  
Policy (inc Safer  
Recruitment) 2023**

## Policy Promotion and Engagement

All staff working for eVolve your future Ltd are required to read our policy documents and sign to confirm that they have done so.

EYF policies are reviewed annually unless there is a legislative or ethical reason for change to policy during the year. All colleagues are provided with an update document detailing any changes that have occurred following the last review. Each review is dated and version controlled. These changes are discussed in Team meetings with all staff and the understanding of these updates is also confirmed by a signature sheet.

Policies are in place to ensure that the company and it's staff are compliant with statutory legislation, partner regulations and the company specific requirements.

All relevant Policies can be accessed from the eVolve your future website, found at:

[www.evolveyourfuture.co.uk](http://www.evolveyourfuture.co.uk)

Learners are made aware of the availability of these policies when they are signed up to our courses.

Policies are available to partners on request.

### 1. Purpose

#### 1.1 Equal Opportunities

eVolve your future (referred to as 'us' and 'we') is an Equal Opportunities employer and as a Company we are aware of the benefits of working with a diverse team. We are committed to taking positive and proactive steps to ensure that we provide a working environment that is safe and free from discrimination in the workplace and to actively eliminate either direct or indirect discrimination (in-line with the Equality Act, 2010) on the grounds of; age, disability, gender identity and gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation; in decision making, employment practices and service provisions, to ensure that we strive to achieve equality and opportunity for everyone.

We are committed to providing a working environment where everyone is treated fairly, with dignity and respect and are recognised for their contribution to business success. This is a key employment principle within our Company that all employees are expected to support to ensure:

- Prevention of unlawful discrimination on the grounds of bias with reference to the groups referred to above.
- All employees are advised and encouraged to actively support a culture and environment which welcomes the promotion of equal opportunities and diversity.
- That the composition of our workforce reflects that of the wider community.

#### 1.2 Diversity

We aim to provide a work environment that promotes and reflects cultural and social diversity and is equally accessible to all. We will endeavour to challenge any offensive behaviour, language or

attitudes with regards to age, disability, gender identity and gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We will embrace and emphasise the positive benefits of diversity.

### 1.3 Inclusion

We will be proactive in taking action to remove barriers to participation for our employees, customers ([learners, apprentices and/or employers](#)) and visitors, eliminating discrimination and promoting equality. Embracing equality, diversity and inclusivity gives us a wider range of experience and ideas and enables our employees and customers to maximise their own potential.

We will facilitate regular opportunities for consultation with customers and relevant external bodies about the products and services we provide, as a means of monitoring the effectiveness of our Equal Opportunities policy.

## 2. Who is included in this Policy?

This policy is applicable to all permanent and fixed-employees who work for us and any learners who register with us.

Employees who are disabled or who become disabled in the course of their employment should inform us of any reasonable adjustments to their employment or working conditions which they consider to be necessary, or which they consider would assist them in the performance of their duties.

For the purposes of this policy, disability is understood in the broadest sense and in addition to mobility and sensory impairments, includes mental health problems, specific learning difficulties and medical conditions which may have an impact on day-to-day activities.

The aim of this policy is to ensure that employees with disabilities:

- Have access to the appropriate support.
- Their views are always considered when their requirements are being assessed;
- We take steps to enable employees who become disabled during their time with the Company to continue in employment.
- So far as is reasonably practicable, the Company's premises are made accessible and safe for everyone.
- Where general employee meetings are held, these will always be held in accessible venues with facilities for those with disabilities e.g. visual and hearing impairments.
- Procedures and practices are in place to ensure that everyone is treated fairly and that we make reasonable adjustments to support them in their working and learning environment.
- We seek to retain employees who become disabled during their employment.

Further information can be found at:

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

Any instance where we consider that an employee, potential candidate, customer or visitor has been subjected to any form of discrimination, intimidation, bullying or harassment will be investigated and necessary action taken.

Any employee who considers they have been subjected to discrimination, intimidation, bullying or harassment should report this immediately to their Line Manager and the matter will be dealt with in-line with the Company Grievance Policy.

### **3. Our Environment**

We aim to provide an environment that promotes and reflects cultural and social diversity, that is equally accessible to all and that the effectiveness of this policy is regularly monitored to realise our objective of creating an environment free from discrimination and welcoming to all, we will:

- Treat all employees and customers with equal concern and value.
- Ensure that our products and services are open and available to all customers in the local community.
- Ensure that issues of race, ethnicity, nationality, class, religion, belief, culture, gender, language and disability do not inhibit our employees or customers from accessing our products and services.
- Encourage and support employees to act as positive role models to customers by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any incident, according to the provisions set out in the Disciplinary, Safeguarding and Bullying and Harassment policies.
- Ensure we are aware that employees and customers may have special needs and that we are proactive in ensuring that appropriate action is taken when this is identified.
- Ensure that all employees and/or customers, including those with learning difficulties and disabilities, are included and supported – with reasonable adjustments made for them, as necessary.
- Have regard for promoting understanding, respect and awareness of diversity, inclusion and equal opportunities issues in planning and implementing our Company's activities and strategy.
- Ensure that our equipment such as books, posters and displays reflect a variety of cultures and that information (written and spoken) is clearly communicated in as many languages as necessary.
- Bilingual/multilingual employees and customers are an asset and they will be valued and their languages recognised and respected by all involved with our Company.

### **4. Our Commitment**

This organisation is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment. All Line Managers will be responsible for ensuring that the Equal Opportunities, Diversity and Inclusion Policy is implemented and its effectiveness is regularly monitored. They are also responsible for ensuring that:

- Our employees receive appropriate training
- This policy remains consistent with current legislation and guidance. Equality Act 2010
- That everyone understands their responsibilities under this policy.
- Appropriate action is taken wherever issues relating to behaviour, language or attitudes become apparent.

## 5. Recruitment and Selection

**Safer Recruitment practice** will be followed and includes pre-employment checks of identity, qualifications and right to work. DBS checks will take place and references gained prior to employment. Where any disclosures or discrepancies are highlighted the recruiting management team will discuss the balance of safer recruitment verses discrimination, so all applicants are treated fairly. The induction procedures will be conducted by line management to ensure that all new staff are inducted fully and appropriately to their job role. This includes the code of conduct, organisational structure and safeguarding processes to help create a safe learning environment.

### 5.1 Advertising Vacancies

Where vacancies are advertised either; externally or internally, great care will be taken to ensure that the advertisements do not directly or indirectly discriminate against the groups outlined previously.

Where appropriate, we will actively work with recognised bodies to promote and reflect our support of equal opportunities. These could include for example: - local colleges, career offices or support groups.

### 5.2 Job Descriptions

During the recruitment process we will produce clear job descriptions, accurately reflecting the tasks involved in the role and not apply criteria that may adversely affect a particular group of people and unreasonably prevent them from applying for the role.

We will ensure that any experience or qualifications listed on the job description does not indirectly or directly discriminate against candidates in the areas defined above.

Due consideration will also be given the opportunity for flexible or part-time hours for all job roles, taking into account business and operational requirements.

### 5.3 Assessment and Selection

We will endeavour to appoint the best person for the job and all candidates will be treated fairly.

All Line Managers involved in the selection process will ensure that candidates are not asked either direct or indirect discriminatory questions. Candidates applying for the same post will be asked the same questions, although allowances may be made when assessing skills relating to the individuals past experience.

Interviewers will avoid questions relating to personal circumstances unless clarification is requested by the candidate.

Notes will be taken at all interviews to ensure records are maintained to validate our legal obligations.

### 5.4 Promotion, Career Progression and Development Opportunities

All decisions will be solely based on skills and abilities, and this will be monitored to ensure that all employees are treated with fairness and equity.

### 5.5 Redundancy Selection

We will not discriminate against any employee when selecting candidates for potential redundancy. The selection criteria will be continuously monitored to ensure that no one group is disadvantaged by the criteria set.

### **Policy Review**

This policy is reviewed at least annually by eVolve your future's Managing Director, Kay Brockall.

***Date of latest review:*** December 2022

***Signed:***

A handwritten signature in blue ink that reads "K. Brockall". The signature is written in a cursive style with a long horizontal stroke at the end.

This policy is next due for review January 2024.