

Equality, Diversity and Inclusion (EDI) Policy

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Equality, Diversity and Inclusion (EDI) Policy

1.0 Purpose

Talented Training Ltd is committed to eliminating discrimination and encouraging diversity amongst the workforce and in the delivery of services. The objective is to create a working environment in which there is no unlawful discrimination, and all decisions are based on merit.

1.1 Scope

This policy relates to all staff and learners for Talented Training Ltd, including any freelance tutors or subcontracted provision.

2.0 Discrimination

Discrimination is unlawful when it takes place on one of the following grounds (the 'protected characteristics')

- age
- disability
- gender re-assignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Discrimination can take several forms:

- Direct discrimination is when someone is treated worse than someone else just because of a protected characteristic. For example, it would be direct discrimination if a manager excludes an employee from a training course just because she is gay.
- It is also direct discrimination when someone is treated worse than someone else because they associate with someone with a protected characteristic or because they are perceived to have a protected characteristic. For example, it would be direct discrimination if an employee ostracised a colleague because the colleague has a gay flat mate or because he thinks the colleague is gay.
- Indirect discrimination is when an apparently neutral practice or requirement disproportionately disadvantages one group and cannot be justified by the needs of the business. For example, imposing a requirement that job applicants must speak fluent English disproportionately disadvantages non-English groups and would be unlawful unless it could be justified on genuine business grounds.

- It is also discrimination when a disabled person is treated unfavourably because of something connected to their disability and this cannot be justified by the needs of the business or when the business fails to make reasonable adjustments for a disabled person.

3.0 Talented Training's Approach

All employees and contractors have a duty not to discriminate against each other and not to help anyone else do so. We will not tolerate discrimination in our workforce.

3.1 Recruitment and Selection

Talented Training Ltd aims to ensure that job requirements and job selection criteria are clear and based only on what is required to get the job done effectively. Talented Training Ltd will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job.

Talented Training Ltd aims to ensure that no job applicant is placed at a disadvantage by practices or requirements which disproportionately disadvantage protected groups, and which are not justified by the demands of the job.

For all jobs, Talented Training Ltd will draw up a clear job description and person specification to ensure that we remain focused on what the job involves and the skills, experience and qualifications which are relevant and necessary. If Talented Training Ltd hold interviews, it will try to ensure that more than one person conducts them to ensure that we avoid unintentional bias.

Talented Training Ltd will not ask for personal or irrelevant information on application forms or in interviews but will focus instead on whether someone has the relevant skills, qualities and experience to do the job.

3.2 Promotion and Training

Promotion and training decisions will be made based on merit. Talented Training Ltd will not unlawfully discriminate against any employee in making promotion or training decisions and believe all employees should have an equal opportunity to progress and develop.

Talented Training Ltd will try to ensure that promotion opportunities are brought to the attention of all employees, underrepresented groups in the company and are advertised internally and opened to competition. Training needs will be identified through the performance and development appraisal process for all employees.

Talented Training Ltd will ensure all employees understand and can avoid instances of discrimination. Equal Opportunities and Equality understanding will form an essential part of CPD for all staff.

3.3 Terms of Employment/Working Conditions

Talented Training Ltd aims to ensure that our terms of employment, benefits, facilities and policies are free from unlawful discrimination.

Talented Training Ltd will try to accommodate cultural or religious practices such as prayer requirements where it reasonably can.

Talented Training Ltd will ensure that decisions made under our disciplinary policies are carried out fairly and without discrimination. Talented Training Ltd has a formal appraisal process which helps to ensure that employees are assessed fairly based on job performance and are not being discriminated against.

3.4 Disabled Employees

Talented Training Ltd will make adjustments to accommodate disabled employees where possible and reasonable; for example, to provide extra equipment or support, to re-arrange duties. If you think you may have a disability, you are encouraged to tell the business about this so that we can explore what adjustments might be appropriate.

3.5 Learners and Other Stakeholders

Talented Training Ltd and its employees will not discriminate against any of our learners and other stakeholders. Equally, Talented Training Ltd expect our learners and other stakeholders not to discriminate against Talented Training Ltd and or its employees and Talented Training Ltd will take appropriate action against any learner and other stakeholders that are found to have done so.

Learners will be supported, and reasonable adjustments will be made where appropriate and when a need has been declared.

3.6 What to do if you have been discriminated against?

If for any reason whatsoever you believe you may have been discriminated against, please tell us. You can speak informally with the Contract and Operations Manager and/or Director. If you want to make a more formal complaint, you are encouraged to raise the matter through our Grievance procedure. If you believe there has been any bullying or harassment, then you should raise the matter through our Bullying and Harassment policy.

Allegations of potential breaches of this policy will be treated seriously. Employees and sub-contractors who make such allegations in good faith will not be victimised or treated less favourably 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 our disciplinary procedure.

3.7 What will happen if you act in a discriminatory way?

If, after investigation, Talented Training Ltd decide that you have acted in breach of this policy you may be subject to disciplinary action up to and including dismissal. This applies to the most senior levels of management as well as to all other employees.

4.0 Document Control

Below is the change history and document 'sign off' information.

4.1 Version Control

Record of Amendments		
Version Number	Date of Issue	Detail of Change
V1.0	Mar 2024	Policy Re-write and issue.
V2.0	Mar 2025	Policy update.

4.2 Next Review Date

The next scheduled review of this document will be March 2026 or earlier if there is a need for an additional review.

4.3 Document Authorisation

Document Authorisation		
Name and Position	Signature	Date
Laura Jambawai Quality and Adult Skills Lead	LJambawai	26 March 2025