



**REACH
YOUR
PEAK**

Equality and Diversity Policy and Procedure

Introduction

We promote a working environment in which diversity is recognised, valued, and encouraged. We acknowledge the multi-cultural and diverse nature of the UK workforce and society in general. We are committed to principles of fairness and mutual respect where everyone accepts the concept of individual responsibility. These principles are embedded into Reach Your Peak's (RYP) Equality and Diversity Policy.

We recognise that discrimination in the workplace/provision of training in any form is unacceptable and, in most cases, unlawful. We view any breach seriously. We will investigate and take appropriate action.

Definitions and Protected Characteristics

Diversity

The concept of diversity encompasses acceptance and respect. It means understanding that everyone is unique and recognising our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within everyone.

Protected Characteristics

No learner, or anyone our organisation engages with, receives less favourable treatment because of their protected characteristics. The protected characteristics are:

- age
- disability
- gender Reassignment
- marriage and Civil Partnership
- pregnancy and Maternity
- race (including colour, nationality, ethnic or national origin)
- religion or Belief
- sex
- sexual Orientation

RYP's Stance

In adhering with this stance RYP ensures equality of treatment for all by aiming to:

- **raise awareness of equality and diversity.**
- not discriminate or treat any individual unfairly on grounds of gender, race, disability, ethnic origin, religion, sexual orientation, or social background.
- preventing unlawful occurrences of direct discrimination, indirect discrimination, harassment, and victimisation (as per protected characteristics of The Equality Act, 2010).
- **acknowledge any issues that could be defined as discrimination, victimisation, or harassment with an appropriately sensitive and prompt investigation.**
- promoting a harmonious working and training environment where all people are treated with respect and helped to achieve their full potential.
- ensure that training course places are allocated solely on the individual merits of the learner's suitability for the course.
- aim to make reasonable arrangements to enable individuals with individual needs and/or disabilities to access the training on the same grounds as all other applicants.
- review the training and assessment processes diligently to measure the effectiveness of the learning methods, training materials and assessment process in meeting the diverse needs of the learners.
- provide support to individuals who have identified specific learning requirements or require additional support.

Your Responsibilities

Each one of us is a stakeholder in the success of this policy. We expect you to make a positive contribution towards maintaining an environment of equal opportunity throughout the organisation. Please make sure you always observe this policy. You have individual responsibility to adopt the following:

- **do not take unlawful discriminatory actions or decisions contrary to the spirit of this policy**
- **do not discriminate against, harass, abuse, or intimidate anyone on account of their protected characteristics**
- do not place pressure on any other learners to act in a discriminatory manner
- resist pressure to discriminate, placed on you by others and report such approaches to an appropriate member of staff
- co-operate when we investigate, including providing evidence of conduct which may amount to discrimination
- co-operate with any measures introduced to develop or monitor equal opportunity

Discrimination is not just treating one person less favourably than another. It can take place because:

- someone associates with a person with a protected characteristic
- someone is believed to possess a protected characteristic (even though they do not).

We expect you to treat, and be treated by our staff, other learners and the people our organisation engages with, considerately and with respect.

Where You Encounter Discrimination

- If you feel subject to discrimination of any kind as identified within this policy, make clear to the individual concerned that you find it unacceptable. Person-to-person discussion at an early stage may be enough to resolve your concern without involving anyone else. Alternatively, seek the help of a trusted colleague (e.g. a fellow learner or a trusted member of staff) and ask them to approach whoever has caused you offence.
- If discrimination continues, or you consider an instance to be particularly serious, you should consider who to highlight the issue with. For most cases this will likely be the tutor or assessor. However, we appreciate that this staff member may be implicated in your concern and therefore when this happens, you should approach the tutor/assessors line manager to escalate the issue.

Complaints

Any learner who believes that they have not been treated fairly, and in accordance with this policy, is entitled to raise their concerns. Please see RYP's Complaints Procedure Policy for further information.

Any complaints of discrimination will be dealt with fairly, promptly, and confidentially.

This policy is kept under review and subject to change in line with changes and amendments to law and any events that require the policy is updated.

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