

## EQUALITY, DIVERSITY AND INCLUSION POLICY

The Business School (UK) Ltd is committed to treating all people with whom it has contact fairly, with dignity and respect. We are determined to value diversity in our workforce, among our clients and among all our other stakeholders. We aim to provide an environment that actively promotes equality and diversity and includes all. The scope of this policy is unlimited, across all our activities and across all stakeholders.

We are committed to provide all relevant environments, which are free from discrimination, prejudice, intimidation, and harassment or bullying, and which are open to all.

For our staff, entry into employment and any progression will be determined by eligibility, identity, suitability (including Safeguarding considerations), personal merit and performance. If any employee or other stakeholder considers that he or she is suffering from unequal, unfair and discriminatory treatment on any unfair grounds in his or her involvement with The Business School (UK) Ltd, he or she may make a complaint, which will be dealt with through the agreed procedures for complaints or grievances.

The Business School (UK) Ltd will take active steps to promote good practice, including:

- Promotion of fair and just relations between people, including appropriate training interventions where appropriate
- Ensuring our systems and procedures are consistent with the promotion of equality of opportunity, promotion of diversity and inclusion for all, and that they are subject to review and continuous improvement (through ISO:9001 2015 approved processes)
- Monitor the recruitment and progress of all staff and clients, to inform review and improvement of our practice and ensure safe recruitment practices are maintained
- Promote an inclusive, fair culture, good practice in our services and good management practice, through the development of policies, systems and procedures and training, internal audits and management reviews
- Make this policy known to our staff and other stakeholders, including our learners and clients, as well as our associates.<sup>1</sup>
- Encourage continuing professional development activities for all stakeholders to ensure current practice and approaches regarding equality, diversity and inclusion.

The Business School (UK) Ltd will meet all statutory obligations under relevant legislation and will follow relevant Codes of Practice where appropriate.

This policy applies to all stakeholders and aims to ensure all receive fair treatment regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We do this by adhering to all equal opportunities legislation and ensuring that we are fair, objective, transparent and free from discrimination in all our systems, processes, procedures, activities and decisions. Unlawful discrimination will not be tolerated.

We are committed to promoting a positive work environment for employees and ensuring employees are given every opportunity to fulfil their potential. We are committed to ensuring the diversity of our workforce to reflect our customer base and will seek to adopt

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<sup>1</sup> Locations available – Virtual Learning Environment, Sharepoint Policies folder. Provided to all staff during induction – induction checklist signed.

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employment practices that ensure diversity and a flexible approach, allowing it to better meet the needs of its diverse learner population.

It is the purpose of this policy to support these aims by:

- Developing and implementing policies that actively promote equality and diversity for all
- Promoting good relations amongst all stakeholders ensuring that harassment, victimisation and discrimination are not tolerated under any circumstances
- Working towards a staff team that reflects and complements the diversity of communities, customers and clients
- Ensuring that all members of staff understand the significance of equality, diversity and inclusion and know how to implement it in their work
- Ensuring that effective systems for the monitoring and evaluation of equality and diversity are in place
- Complying with all current legislation in employment and service delivery.

## Staff Responsibilities

All staff have a responsibility to:

- Ensure the non-discriminatory treatment of all stakeholders and promote equality, diversity and inclusion
- Promote and support this policy and our principles, and continue to ensure that the principles of equality, diversity and inclusion in the workplace and when delivering training are upheld
- Treat all stakeholders with dignity and respect
- Have due regard to equality and diversity in the work they do and decisions they make
- Promote diversity and inclusion in the workplace and when delivering training, assessment or verification.

## Implementation

We will ensure that:

- Through policies, procedures and systems, all stakeholders are treated in accordance with this policy and other related policies
- Any employment or learning requirements or conditions will be justifiable and reasonable
- All policies, procedures and practices, including this policy, will be reviewed and impact-assessed regularly to ensure that they are, and remain, non-discriminatory
- Good relations and celebrating diversity are promoted in all stakeholder groups, ensuring that harassment and discrimination are not tolerated under any circumstances
- All managers and others involved in the implementation of the organisation's policies are committed to continuing professional development across all their activities
- Reasonable adjustments will be made in the workplace to help people with learning needs to achieve their full potential
- Employees receive training during induction and at other appropriate times during their employment to ensure awareness and understanding of this policy and equality and diversity in general
- We work towards building and developing a staff team that reflects and complements our communities and clients
- Monitoring and evaluation of equality and diversity practices are in place. At the time of confirming this policy, our monitoring has generated zero issues.

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- Learner induction promotes all aspects of this policy, our philosophy and commitments
- We maintain a Reasonable Adjustments and Special Arrangements Policy regarding teaching, learning, assessment and verification – this is made available to all learners.

## Data

We will encourage staff and students to give anonymous data to allow monitoring, but it is recognised that disclosure of personal information is voluntary, and there will be no compulsion to supply such personal data. We will comply with any legislative requirements with regard to the publishing of such data. Only data required by us for the operation as an approved centre will be used for registration purposes. Our systems and procedures are compliant with General Data Protection Regulations and we are registered with the Information Commissioners Office.

All learner and personnel data is stored on a secure, cloud-based Virtual Learning Environment server based in the UK. We hold Cyber Essentials accreditation and hold a current ICO certificate which includes educational purposes.