



Equality, Diversity & Inclusion Policy

The purpose of this policy is to outline the culture within the organisation and how employees, clients and visitors will be treated. It also details the processes in place that employees are required to be aware of regarding Equality, Diversity and Inclusion and the reporting structure that is in place.

1 Scope

- 1.1 This policy applies to all staff (including temporary staff), volunteers, contractors and associates who work for Blended People Development Limited. ('we', 'us', 'organisation').

2 Policy Statement

- 2.1 Blended People Development Limited, has adopted integrity, equality, diversity and inclusion as some of our core values and place all our policies in the context of the following objectives:

- Ensuring that all our clients and staff are treated with dignity and respect
- Providing a safe, supportive and welcoming environment for staff, clients and visitors

We seek to be a genuinely inclusive organisation and our aim is to integrate equality and diversity in all aspects of our day-to-day activity.

- 2.2 Our aim is to ensure that all employees, volunteers, contractors, associates, clients, learners and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Every person who comes in to contact with the organisation will be respected and valued and will be encouraged to give their best as a result.
- 2.3 This policy reinforces our commitment to providing equality and fairness to all in our employment as well as those who work with us and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.



2.4 All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When Blended People Development Limited selects candidates for employment, promotion, training or any other benefit, it will be on the basis of their aptitude and ability.

2.5 All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

3 Commitments

3.1 Blended People Development Limited commits:

- ❖ To create an environment in which individual differences and the contributions of all team members are recognised and valued
- ❖ To create a working environment that promotes dignity and respect for every employee
- ❖ To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy
- ❖ To make training, development, and progression opportunities available to all staff
- ❖ To promote equality in the workplace, which Blended People Development Limited believes is good management practice and makes sound business sense
- ❖ To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures
- ❖ To encourage employees to treat everyone with dignity and respect
- ❖ To regularly review employment practices and procedures so that fairness is maintained at all times.

4 Training and Policy Awareness

4.1 Blended People Development Limited will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace.



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- 4.2 All employees, associates and volunteers will complete e-learning which has been designed to ensure they fully understand their responsibilities and the commitments of Blended People Development Limited and that the culture of equality, diversity and inclusive working practices is fully embedded in their roles.
 - 4.3 This policy will also be drawn to the attention of associates, funding agencies, stakeholders, customers, learners, awarding bodies and job applicants.
 - 4.4 The Directors of Blended People Development fully support this Policy.

5. Reporting

- 5.1 If you have a concern, issue or observation about a staff member, volunteer, external organisation or learner and it is not appropriate to speak to them directly then contact your line manager immediately, who in turn will contact the Designated Lead Officer (Laura Broome) and/or an organisation Director to initiate an investigation.
- 5.2 If you raise your concern, issue or observation directly to the person/organisation involved and you do not feel it is resolved make full notes relating to the situation and take these and any evidence to your line manager immediately, who in turn will contact the Designated Lead Officer (Laura Broome) and/or an organisation Director to initiate an investigation.

6. Monitoring

- 6.1 Blended People Development Limited will monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in this policy.