



Equality and Diversity Policy

For employees

We take equality of opportunity seriously. We aim to treat everyone fairly. We expect all employees to observe this. Any breaches of this policy will be treated as gross misconduct.

We are an Equal Opportunities employer. We therefore recognise the nine protected characteristics of the Equality Act 2010 and apply the provisions of the Act in full, in all areas of our organisation, in relation to:

- Recruitment and selection processes, day to day practices and procedures within Fuel Learning
- Job descriptions and job specifications
- Training and career development opportunities
- Terms and conditions of employment
- Access to employee benefits and facilities
- Application of all policies and procedures
- Training and development

Fuel Learning will provide training to all team members to help them understand their rights and responsibilities in relation to equal opportunities and what they can do to create a work environment that is free from discrimination. Team members who work with groups of learners will also be given training in helping them identify and deal effectively with discriminatory acts or practices.

Equal pay and quality of terms

Fuel Learning is committed to equal pay and equality of terms of employment. All employees receive equal pay where they are carrying out like for like work and work rated as equivalent or work of equal value.

Reporting complaints

All allegations of discrimination will be dealt with seriously, confidentially and speedily. Fuel Learning will not ignore or treat lightly grievances or complaints of unlawful discrimination from employees.

Monitoring equal opportunities

Fuel Learning will regularly monitor the effects of selection decisions, personnel, pay practices and procedures in order to assess whether equal opportunity is being achieved. If changes are required, Fuel Learning will implement them.

Should you have a concern or feel you or someone in the team are not being treated equally, please talk to your line manager and/or follow Fuel Learning grievance procedure.

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For learners

The main aims of our policy are to ensure:

- You have a fair opportunity to receive training
- You are not discriminated against
- Any forms of harassment and bullying are eradicated
- The way your programme is organised sets out to support any needs you may have to ensure you have every reasonable opportunity of completing it. This may be support with a disability or learning difficulty for example
- The positive advantages of diversity are recognised creating a training environment that is supportive and inclusive of differences in others
- Positive action is taken where applicable to support under-represented or disadvantaged learner groups or individuals
- You are provided with a safe and appropriate environment enabling you to complete your programme
- Encouragement of your feedback for the purpose of providing you with the best possible learning experience in line with any individual needs

Fuel Learning is committed to supporting equality and diversity. This means we work with organisations that have similar values, policies and practices to ourselves.

Equality is about making sure all people are treated fairly and given fair chances

The Equality Act 2010 focuses on nine 'protected characteristics'; Age, Disability, Gender Re-assignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation. By law, individuals must not be unfairly discriminated against on any of these grounds.

Equality is not about treating everyone in the same way - it recognises that their needs are met in different ways. We should all contribute to ensuring equality of opportunity and to creating a positive environment where discriminating practices and discrimination no longer happen.

Diversity is about recognising, valuing and utilising the unique talents and contributions of all individuals

If we appreciate the views of others, and the differences in each individual, we listen to their views without prejudice. When we are able to do this, we learn more. Stereotyping groups of people, making assumptions about others or holding prejudices all lead to a lack of understanding and can lead to discrimination. If we



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learn to understand and respect people as individuals, we can start to learn more about ourselves.

For diversity to flourish we all need to embrace and encourage it.

How we will promote this policy

- All new members of staff receive a formal induction to the company which includes information on all policies, practices and procedures
- All employees have access to this policy in the 'Fuel Learning Employee Handbook'
- All learners undertake induction tasks and activities which includes specific content relating to Equality and Diversity.
- All learners have access to this policy in the 'Fuel Learning Apprentice Handbook'
- Equality, Diversity and Inclusion in the workplace is delivered to learners as a structured part of our programme content.