



Equality, Diversity, and Inclusion Policy

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Introduction

EMA Training Limited (EMA) is committed to achieving a learning and working environment which provides equality of opportunity, inclusion and freedom from discrimination, harassment and victimisation and intimidation. We expect all our apprentices, staff, and stakeholders to treat each other with respect and deference to individual needs. We have an ethos of zero tolerance of discrimination, harassment or bullying of any kind. This includes on the grounds of age, race, gender, marital status, disability, religion or belief, gender reassignment, sexuality or on any other grounds, including association.

Aim of this Policy

- To reduce, and try to prevent all forms of discrimination, harassment, victimisation, and intimidation.
- To ensure that apprentices are recruited and able to achieve and reach their full potential with support tailored to meet their individual needs.
- To ensure that recruitment, training, development, assessment, redundancy, and service provision are determined based on capability, qualifications, experience, skills, and productivity.

Scope

This policy applies to all current and potential learners, candidates and staff working at EMA, external partners, visitors, or contractors who work with us.

Legal Requirements

The policy recognises the requirements and general duties of the [Equality Act \(2010\)](#) to:

- To remove or minimise disadvantages experienced by people who share a protected characteristic.
- Take steps to meet the needs of people who share a protected characteristic.
- Encouraging people with protected characteristics to participate in public life in other activities where their participation is low.

In addition to having due regard to:

- Eliminate unlawful discrimination, harassment, victimisation, intimidation, and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Definitions

The protected characteristics as stated in the Equality Act 2010 are:

- age
- disability
- gender reassignment
- marriage and civil partnership

- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Discrimination is recognised as when a person is treated less favourably than another person because of a protected characteristic they have or are thought to have. It is also recognised as potentially occurring through association with another individual who may be discriminated against because of their protected characteristic.

Harassment is recognised as unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating, or offensive environment.

Victimisation is recognised when a person experiences disadvantage because they have supported someone in making a complaint or an allegation of discrimination, or because they personally have made an allegation of discrimination.

The definition of **disability** as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. This is recognised to include not just people with obvious physical disabilities, visual or hearing impairments, but also people with dyslexia, diabetes, epilepsy, mental health conditions or long-term illnesses that are now in remission.

Responsibilities

Staff and apprentices are responsible for their own conduct and should ensure that their behaviour does not make any other person feel uncomfortable. Every member of staff and every student has a responsibility to question their own prejudices and assumptions. It is the duty of all staff and apprentices to avoid unfair and discriminatory practices, to challenge them in others and to accept personal responsibility for abiding by this policy.

EMA will ensure:

All staff will receive equality, diversity, and inclusion training at induction and on an ongoing basis through dedicated training sessions, email, and training updates from the Designated Safeguarding Lead. Learners will be given training on EDI as part of the Safeguarding 101 sessions, and this will be embedded into learner sessions and linked to British values.

Provision of or signposting to a range of support services and facilities which will enable apprentices from a range of backgrounds and with different needs to participate fully. For further information refer to Additional Support SOP.

The provision of dedicated EDI staff - Designated Safeguarding Lead and Additional Support Coach, Quality Assurance Team,

- Recruitment and marketing materials are designed to ensure they are accessible for all and free from bias and stereotypes, and that they encourage applicants from all groups in the community.
- Applicants for apprenticeships are considered based on their ability to meet the entry criteria, as specified in course information.
- Application, enrolment, and induction procedures give apprentices the opportunity to identify any additional learning support or special requirements needed for them to succeed.
- New apprentices are made aware of the Equality, Diversity and Inclusion Policy and the associated Code of Conduct during induction.
- All aspects of teaching are sensitive to, and promote, equality, diversity and inclusion including language used, timetabling, delivery methods, materials, group organisation and activities.
- Teaching and learning promote the diversity of our society and the local community.
- Make reasonable adjustments to ensure that apprentices, staff, and visitors with access requirements due to disability are not disadvantaged.
- Ensure that EMA Training engages with employers who provide employees with a safe work environment which is free from discrimination, harassment and intimidation and value diversity through their commitment to fair employment practices (see Employer Engagement Policy).

Reasonable Adjustments

The company has a duty to make reasonable adjustments to facilitate the needs of disabled apprentices, staff, and visitors. These may include:

- Adjusting the premises
- Applying to an awarding body for reasonable adjustments for assessments
- Re-allocating duties or transferring a disabled member of staff to a role better suited to their disability.
- Relocating training to a more suitable and accessible facility
- Adjusting timetables to consider needs or attendance at medical appointments or rehabilitation.
- Providing training or mentoring for a disabled apprentices and staff
- Supplying or modifying equipment, instruction and training manuals for disabled apprentices and staff
- Any other adjustments that the company considers reasonable and necessary provided such adjustments are within the financial means of the company.

Awarding Body Reasonable Adjustment (RA) Requests

RA requests should be made by ALS coach for Level 2 – 4 learners (if possible), higher level learners may be required to apply for their own adjustments.

AAT related documents

[Reasonable Adjustments Guidance and Forms](#)

BCS related documents

[Reasonable Adjustments Policy](#)

[Reasonable Adjustments Application Form](#)

ACCA related documents

[Reasonable Adjustments Process](#)

CIMA related documents

[Reasonable Adjustments Process \(member access required\)](#)

CIM related documents

[Reasonable Adjustment Policy](#)

DSW related documents

[Reasonable Adjustment Policy](#)

Open Awards related Documents

[Reasonable Adjustment Policy](#)

People Cert Related Documents

[Reasonable Adjustment Policy](#)

Acting on Breaches of EDI Policies and Procedures

If an employee, learner, or contracted worker is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to the Grievance or Complaints policies.

Version	Date	Reason for Update
3	Feb 2023	Review
4	Mar 2025	RA Policies added.