

Equality, Diversity, and Inclusion Policy

1. Policy Statement

Swatpro is committed to **eliminating discrimination, advancing equality of opportunity, and fostering an inclusive culture**. We value diversity and **ensure fairness for all employees, learners, and stakeholders**.

This policy aligns with:

- **Equality Act 2010** (including the **Public Sector Equality Duty**).
- **ACAS Guidance on Equality and Diversity**.
- **Human Rights Act 1998**.
- **Rehabilitation of Offenders Act 1974**.
- **Health and Safety at Work Act 1974**.

Discrimination, harassment, victimisation, or any form of inequality **will not be tolerated**.

2. Protected Characteristics

We ensure fair treatment regardless of:

- **Age**
- **Disability** (including neurodivergence, mental health conditions, long-term illness)
- **Gender reassignment** (including non-binary identities)
- **Marriage & civil partnership**
- **Pregnancy & maternity**
- **Race** (including nationality, ethnicity, and national origin)
- **Religion or belief** (including no belief)
- **Sex**
- **Sexual orientation**

3. Equality in Employment & Recruitment

We ensure that:

- **All job applicants and employees** are treated fairly and assessed on **merit and ability**.
- **Recruitment processes** are **transparent and inclusive**, with reasonable adjustments available.
- **Flexible working, parental leave, and reasonable accommodations** are actively supported.
- **Subcontractors, suppliers, and partners** uphold our equality commitments.

4. Equality in Learning & Training

We are committed to:

- **Accessible learning environments**, including assistive technology and reasonable adjustments.
- **Zero tolerance for bullying, harassment, or discrimination** in learning settings.
- **Diverse curriculum and inclusive teaching methods**.
- **Monitoring learner outcomes** to identify and address **achievement gaps**.

5. Definitions & Examples

Direct Discrimination – Treating someone unfairly due to a **protected characteristic**.

Example: Rejecting a job applicant due to disability.

Indirect Discrimination – Policies that **disadvantage** certain groups.

Example: Requiring a qualification that disproportionately excludes a specific racial or disability group.

Harassment – Unwanted conduct that violates dignity or creates a **hostile environment**.

Example: Racist jokes or sexist comments.

Victimisation – Retaliating against someone who raised a **discrimination complaint**.

Example: Denying promotion to an employee who reported sexual harassment.

6. Reporting Discrimination & Complaints

Informal Resolution

If safe to do so, **raise concerns directly** with the person involved.

Seek support from a **line manager**.

Formal Complaints

Report via **your line manager, or the Quality Manager**.

All complaints are **confidential and investigated within 10 working days**.

If dissatisfied, escalate to:

- **Chief Executive or Senior Management**
- **Employment Tribunal (for workplace discrimination cases)**
- **ESFA (for apprenticeship-related complaints):** complaints.esfa@education.gov.uk

7. Responsibilities & Accountability

Senior Leadership

Ensure this policy is embedded in **strategic decisions**.

Monitor and report on **diversity data and progress**.

Managers

Implement **fair recruitment, promotion, and disciplinary** procedures.

Ensure **reasonable adjustments** for staff and learners.

All Employees & Learners

Promote **inclusive behaviour** and challenge discrimination.

Complete **mandatory equality training**.

8. Monitoring & Review

We track **staff and learner diversity data** and review progress annually.

Last Reviewed: 26-March-2025

Next Review Date: 26-March-2026

Policy Owner: Quality Manager, Dee Vickers

Key Updates in This Version:

Aligned with the Equality Act 2010 & Public Sector Equality Duty.

Expanded definitions of discrimination, harassment & victimisation.

Strengthened employment & learning commitments.

Clearer complaints process & external escalation routes.

Greater focus on accountability & monitoring progress.