



## HORIZON COMMUNITY TRAINING EQUALITY, DIVERSITY & INCLUSION POLICY & PROCEDURE

Policy Number	HCT-EDI-001
Version	1
Applicable To	All Members of the Horizon Community
Document Owner	Kath Shanahan
Last Amended	January 2023
Review Period	Annually
Availability	Policies & Procedures Folder, SharePoint, Learner and Community Members Handbook, Company Website

### **Introduction**

Horizon Community Training (Horizon) is committed to encouraging equality, diversity and inclusion among our community members and eliminating unlawful discrimination.

The aim is for our community members to be truly representative of all sections of society, and for each individual to feel respected and able to give their best.

Horizon is also committed against unlawful discrimination of all visitors including members of the public.

### **Purpose**

The policy's purpose is to:

- Provide equality, fairness and respect for all in our members, whether temporary, part-time or full-time
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes but is not limited to in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Horizon commits to:

- Encourage equality, diversity and inclusion in the workplace
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training team members and all other members about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All members should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their engagement with fellow employees, customers, suppliers and the public

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under Horizon's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice/removal from course. Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Make opportunities for training, development and progress available to all members, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning members being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment and company's practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion.