

EQUALITY, DIVERSITY AND INCLUSION POLICY AND PROCEDURE

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Applicable To	Members of Horizon Community Training (learners, staff (including volunteers) partners and visitors)
Document Owner	Kath Shanahan
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Introduction

Horizon Community Training CIC (Horizon) is committed to promoting equality, diversity and inclusion. We aim to ensure that all members are treated fairly, with dignity and respect, and are given equal opportunities regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, marital/partnership status, pregnancy or maternity, or socio-economic background.

Purpose

The purpose of this Policy and Procedure is to promote fairness, create a safe environment, prevent discrimination, harassment or victimisation and ensure individuals are treated with respect and feel valued. In addition this Policy and Procedure aims to ensure equality of opportunity in employment, training and service delivery.

Principles

Horizon will not unlawfully discriminate in line with the Equality Act 2010, which sets out 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.

Horizon will oppose and avoid all forms of unlawful discrimination. This includes, but is not limited to, 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.

Responsibilities

All Members will:

- Encourage equality, diversity and inclusion in the workplace
- Contribute to a working and learning environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions from all are recognised and valued
- Understand that they, as well as Horizon, 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
- Take seriously any breaches of this Policy and Procedure

Horizon will:

- Train all members about their rights and responsibilities under the Equality, Diversity and Inclusion Policy
- Manage any breaches of this Policy and Procedure in line with other Policies and Procedures
- Review employment and company's practices/Policies and Procedures to take account of changes to the law when necessary to ensure fairness
- Communicate changes/updates to all members of Horizon Community Training effectively
- Provide equal opportunities to access education/facilities and services
- Provide teaching to meet diverse needs
- 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
- Ensure recruitment, promotion, and development processes are fair and transparent
- Make reasonable adjustments for individuals with disabilities/needs
- Provide accessible learning and working environments