

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.

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.

Definitions

Equality – treating everyone equally and fairly

Diversity – valuing different perspectives and viewpoints

Inclusion – ensuring that everyone’s viewpoint/perspective is equally valued, listened to and considered

Direct Discrimination – treating someone less favourably/fairly as a result of a protected characteristic or perceived protected characteristic

Indirect Discrimination – treating someone with a protected characteristic less favourably/fairly as a result of a practice/provision that is put in place, such as a Policy and Procedure

Harassment – harassment is the unwanted attention or behaviour towards a person that they find offensive or which makes them feel intimidated or humiliated

Victimisation – treating an individual unfairly/unfavourably as result of making a complaint because of a protected characteristic or their views/actions/support in relation to a protected characteristic

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 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.

Key Contacts

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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. For further details please refer to the Staff & Learner Code of Conduct and Bullying & Harassment Policy and Procedure
- 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

Measures to Increase Equality, Diversity and Inclusion

Horizon adopts a number of different approaches/measures to increase Equality, Diversity and Inclusion (EDI) as detailed below:

Recruitment Processes

- Use of structured interviews with the same questions for all candidates to reduce bias
- Removal of details such as medical information to avoid any bias from the application at the screening stage
- Focus Job Descriptions on essential skills, not unnecessarily restrictive criteria
- Collect anonymised data regarding recruitment

For further details please refer to the Safer Recruitment Policy and Procedure.

Education/Training of Learners and Staff

- Horizon educates learners by providing tailored teaching sessions in terms of the importance of equality, diversity and inclusion
- This EDI Policy and Procedure outlines unacceptable behaviour, rights and responsibilities which is communicated to all staff/learners
- Provide staff training/updates in terms of EDI
- Make sure employees understand the consequences of inappropriate behaviour

Other measures as detailed below:

- Encourage disclosure and have a clear reporting procedure for any concerns in terms of discrimination, bullying, or harassment and ensure that these are managed effectively, in line with other Policies and Procedures
- Review Policies and Procedures annually to ensure they meet current laws and best practice

- Create an inclusive workplace culture by encouraging open discussion about respect, inclusion and an environment where staff/learners feel safe to speak up. Horizon will promote teamwork and listen/consider every voice/perspective and recognise and value different cultural perspectives and communication styles
- Celebrate cultural and awareness events (e.g. International Women’s Day, Pride Month, Disability Awareness events)
- Offer flexible working arrangements where possible (e.g. remote work, flexible hours)
- Consider reasonable adjustments to all
- Provide equal access to facilities/services/education (eg adapted equipment learning resources)
- Ensure opportunities for promotion, training and development are offered consistently to all employees
- Respond promptly and consistently to any reports of discrimination or harassment.
- Protect those who raise concerns from retaliation
- Record and monitor the makeup of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief and disability

Reasonable Adjustments Process

Making reasonable adjustments for Staff

Reasonable adjustments for staff will need to be requested in writing to the Business Support Manager. This request will need to include the below:

- Specifics of what is being requested
- The reason for this request
- How the staff member feels this request can be accommodated
- Details of any impact that the staff member thinks their request may have on the business

A meeting/discussion will take place to gain further details and then an outcome will be delivered in writing. This outcome will confirm the below:

- Has the request been agreed/denied
- Reasons for this decision
- Alternative options if available

Making reasonable adjustments for Learners

Horizon work with extremely vulnerable learners and adapt a flexible approach in terms of the process for learners for requesting reasonable adjustments, which include:

- Discussions with learners/their support network/parent guardian
- Adaptions from EHCP/Documents

Options to support learners are always discussed/considered in full, with a record of the details of the outcome/discussion being kept on learners files.

Procedure for Reporting Concerns Regarding EDI

Internal concerns in respect to EDI should be reported and investigated in line with Horizon's Staff Grievance, Bullying and Harassment or Whistleblowing Policy and Procedure.

External concerns in respect to EDI should be reported and investigated in line with Horizon's Compliments and Complaints or The Whistleblowing Policy and Procedure.

All concerns received will be subject to investigation as set out in the above policies and procedures.

If, as a result of the evidence presented/gathered during an investigation into concerns raised regarding EDI a breach of any of Horizon's Policies and procedures such as the Behaviour Code is identified, this/these breach/breaches will be dealt with in line with Horizon's Staff/Learner Disciplinary Policy and Procedure.

Outcomes of concerns raised will be confirmed as soon as is reasonably possible, given the detail presented and level of investigation required to ensure a fair and thorough process.

Confidentiality

All concerns will be treated in confidence, as much is reasonably possible. However, in some cases, confidentiality may not be possible, for example when reporting abuse or a criminal offence, as action may need to be taken and the person reporting the concerns may be needed to provide evidence in disciplinary or criminal proceedings. Staff will usually be consulted if it does become necessary to reveal their identity. We may also need to report concerns to external agencies, such as Child Protection/Police Services.
