EQUALITY & DIVERSITY POLICY

OUR AIMS

Train'd Up will work to remove any barriers which might deter people from applying to Train'd Up, either as staff or learner / customers. Train'd Up aims to provide an inclusive environment which values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and learners / customers are respected to assist them in reaching their full potential.

OUR COMMITMENT

Train'd Up works within the Equality Act 2010 framework, to ensure no prospective or actual learner / customer or member of staff will be treated less favourably than any other, whether before, during or after their learning or employment at Train'd Up on one or more of the following grounds, except when such treatment is within the law and determined by lawful requirements: age; colour; disability; ethnic origin; marital status; nationality; national origin; parental status; race; religion or belief; gender; sexual orientation; or length or type of contract (e.g. part-time or fixed-term).

With regard to staff, this policy applies to (but is not limited to) advertising of jobs and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures and to termination of employment. With regard to learner / customers, this policy applies to (but is not limited to) to training & consultancy delivery and funding support.

IN ORDER TO REALISE ITS COMMITMENT, TRAIN'D UP:

- Promotes the aims of this policy;
- Appointed a designated Equality & Diversity Champion;
- Is proactive in eliminating discrimination, including harassment and bullying, through training and the production and dissemination of codes of practice and guidance;
- Has regard to its obligations under relevant legislation, including the requirement to carry out impact assessments in certain areas, and for its policies, codes of practice and guidance to mirror the same and be changed to meet the demands of new legislation;
- Whilst acknowledging that they are not legally binding, have regard to any Codes of Practice issued or adopted by the Commission for Equality and Human Rights;
- Makes this policy, as well as all codes of practice and guidance available to all staff and learner / customers; and
- Regularly reviews the terms of this policy and all associated codes of practice and guidance.

RESPONSIBILITIES

Board of Directors:

It is the responsibility of the Senior Management Team to provide mechanisms through which our Diversity and Equal Opportunities policy can be delivered. The Senior Management Team have the responsibility of considering all existing and emerging equality legislation with a view to identifying relevant issues, which are then translated into key Train'd Up policies. The Equality & Diversity Champion will provide information and guidance to all staff to enable them to discharge their responsibilities and to support senior members of staff in showing leadership on diversity issues. The Equality & Diversity Champion facilitates consultation with staff and learners / customers.

All staff and learners / customers:

This policy applies to all members of Train'd Up, both learner / customers and staff, whether permanent, temporary, casual, part-time or on fixed-term contracts, to job applicants, to learner / customer applicants, current and former learner / customers, to associate members and to visitors to Train'd Up premises.

These members of Train'd Up have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times and not to discriminate against or harass other learner / customers or members of staff, whether junior or senior to them.

Train'd Up expects all its staff and learner / customers to take personal responsibility for familiarising themselves with this policy and to conduct themselves in an appropriate manner at all times to respect equality of opportunity for all staff, learner / customers, applicants and visitors. Train'd Up regards any breach of this policy by any employee(s) or learner / customer(s) as a serious matter to be dealt with through its agreed procedures and which may result in disciplinary action.

COMPLAINTS

Train'd Up takes seriously any breach of this policy. Disregard of this policy may result in disciplinary action up to and including dismissal. Train'd Up encourages any prospective or current learner / customer or member of staff who has a complaint concerning a breach of this policy to bring such a complaint to the attention of the Designated Safeguarding Leads by emailing safeguarding@traindup.org.

DIRECTOR POLICY APPROVAL

This Policy is reviewed as a minimum on an annual basis and is approved and endorsed by the Board of Directors and Senior Management Team.

Signed on behalf of Company Directors:

Laura Thompson

Name: Laura Thompson
Position: Finance Director
Date: 13/10/2025

Train'd Up
Respecting People – Developing Business