

Equality, Diversity, and Inclusion Policy

This policy should be read in conjunction with:

- Disciplinary and Dismissal Policy
- Grievance Policy
- Positive Working Environment Policy
- Sexual Harassment Policy

1.0 Introduction

This policy explains how we promote fair treatment and inclusion in our work and apprenticeship delivery, how to request support, and how to raise a concern. It applies alongside our Positive Working Environment, Grievance, Disciplinary and Dismissal, and complaints procedures.

2.0 Purpose and scope

t2 group is committed to equality of opportunity, dignity, and respect. We want employees and learners to be able to participate, develop and succeed without unlawful discrimination, harassment, or victimisation. We value different backgrounds, experiences and perspectives and will address barriers we can influence.

This policy covers employees, workers, job applicants, learners, and prospective learners. It sets expectations for everyone acting on our behalf and for our interactions with employers, suppliers, visitors, and other stakeholders. It applies in offices, remote work, qualification delivery, client premises, work-related online activity, travel, and events. Where an employer we work with controls a workplace or employment decision, we will work with them to address concerns within our role and responsibilities.

3.0 Our commitments

- Make recruitment, selection, employment, development, progression, and apprenticeship access decisions fairly, using relevant, objective criteria.
- Provide accessible information and consider reasonable adjustments for disabled applicants, employees, and learners.
- Design and deliver teaching, learning, and assessment so that individual needs are identified, barriers are addressed and applicable programme and awarding organisation requirements are met.
- Challenge inappropriate behaviour, take concerns seriously and protect people from victimisation for raising a concern or supporting someone else.
- Equip employees with relevant induction, training and guidance, and review evidence about participation and outcomes to identify where change is needed.

Reviewed by: Head of People | **Date:** September 2026

Next review: Head of People | **Date:** September 2027

- Embed equality, diversity and inclusion issues into our teaching and learning curriculum to raise awareness and promote good citizenship and British Values

Bullying and other inappropriate conduct may breach this policy even where it does not meet the legal definition of discrimination or harassment. We will investigate concerns fairly and take proportionate action, which may include disciplinary action.

3.0 Equality law and protected characteristics

The Equality Act 2010 protects people in relevant circumstances in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

At t2, we also expect respectful treatment of everyone, including where a characteristic or personal circumstance is not specifically protected by the Act.

We do not permit unlawful direct or indirect discrimination, discrimination arising from disability, harassment, or victimisation. Unlawful treatment can include assumptions about a person, association with another person, or disadvantage caused by a rule or practice. Decisions about any lawful positive action will be considered carefully and separately from routine selection decisions

4.0 Reasonable adjustments and individual support

We will work with disabled applicants, employees, and learners to understand barriers they experience and make reasonable adjustments where required. This may include changes to recruitment arrangements, work practices, equipment, learning materials, teaching, or assessment, subject to relevant programme and awarding organisation requirements.

Job applicants may request adjustments through the recruitment contact that is handling their application. Employees can speak to their manager or the People Team; learners can speak to their coach, tutor, or learner support contact. A person may also contact the People Team if their usual

contact is unavailable or inappropriate. We will discuss any requests promptly, consider the individual's circumstances and explain the outcome. Any agreed arrangements will be documented and reviewed when the needs or circumstances change.

5.0 Employment and recruitment

We will advertise opportunities in accessible ways where practicable, assess candidates against the requirements of the role and offer adjustments throughout recruitment. Interviewers will receive guidance on fair selection. We will consider relevant knowledge of equality and inclusion where it is a genuine requirement of the role, using consistent questions and assessment criteria.

Equality monitoring is separate from recruitment decisions. Where we collect voluntary monitoring information from applicants or employees, we will explain its purpose, limit access, keep it confidential and use aggregated information where possible to identify patterns and improve practice. We will not require an applicant to provide monitoring information as a condition of being considered. The collection point and handling of data will follow our current recruitment process and privacy notice.

6.0 Apprenticeship and qualification delivery

We will provide clear, accessible information about programmes and entry requirements; assess individual support needs; agree and review support arrangements; and consider reasonable adjustments to learning and assessment. Coaches, tutors, and assessors will embed respectful discussion about equality and inclusion into learning where relevant, challenge discriminatory behaviour, and signpost learners to support.

We will work with employers to resolve barriers affecting a learner's experience or participation. We will respect confidentiality while sharing information needed to arrange support or address a concern, in line with our privacy and safeguarding arrangements.

7.0 Preventing harassment and responding to risk

We will take all reasonable steps to prevent sexual harassment of employees and learners in the course of employment or learning. We will identify and review risks, including employer sites, travel, remote communication, and work-related events; provide suitable guidance and training; and act on concerns and patterns we identify. Harassment by an employer representative, learner, supplier or another third party will be taken seriously and we will consider steps within our control to protect affected people. Our Positive Working Environment policy sets out the detailed standards and reporting process for employees, and the Learner Handbook outlines processes relating to learners.

8.0 Responsibilities

The Board and senior leaders provide oversight, allocate appropriate resources, and consider evidence of outcomes and risks.

The Head of People owns this policy, coordinates its review, and advises leaders on employment-related concerns.

Managers and recruitment teams apply fair processes, respond to adjustment requests and concerns promptly, and seek advice when needed.

Delivery leaders, coaches, tutors, and assessors identify and address barriers in learning and escalate concerns through the relevant learner, complaints, or safeguarding route.

Everyone must treat others with respect, complete required training, cooperate with reasonable investigations and raise concerns they experience or observe.

9.0 Raising Concerns

An employee may speak to their manager or the People Team and may use the Grievance or Positive Working Environment procedure.

An applicant may contact the recruitment team or People Team. A learner or employer may speak to their usual t2 contact or use the learner and employer complaints and appeals procedure in the Learner Handbook and on our website. If the usual contact is involved in a concern, the person may contact the Head of People or another senior leader directly. Safeguarding concerns should be raised through the safeguarding procedure without delay.

We will acknowledge concerns, consider any immediate support or protection needed, use the appropriate process, and explain the next steps and outcome as far as confidentiality permits. We will handle information sensitively and fairly. No one should be disadvantaged for raising a concern in good faith, providing evidence, or supporting another person. Knowingly false allegations may be considered under the relevant procedure; an allegation that is not upheld is not, by itself, evidence of bad faith.

10.0 Monitoring review and access

The Head of People will review this policy at least annually and sooner if law, guidance, or our operations change. We will consider relevant, appropriately protected data on recruitment, workforce development, apprenticeship participation and achievement, adjustment requests, training, and complaints.

Findings will inform proportionate improvements and be reported to senior leaders as appropriate. Personal information will be handled under our privacy notices and data protection arrangements.

This policy will be available to employees and learners in accessible formats on request. For advice, contact peopleteam@t2group.co.uk