

Equality, Diversity and Inclusion Policy

This policy should be read in conjunction with:

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

1.0 Introduction

t2 group (a trading name of Marr Corporation Limited) is committed to encouraging and promoting equality, diversity and inclusion and eliminating unlawful discrimination.

t2 takes issues of equality and diversity very seriously and ensures equality of opportunity by welcoming apprentices and staff from all backgrounds and communities. Equality of opportunity is of paramount importance in everything we do, and we promote an ethos of treating all individuals with dignity and respect. We will ensure that all apprentices, employers, employees, partners and other stakeholders are aware of the commitment we have to the elimination of discrimination, by fostering good relations between different groups of people, and promoting, advancing and celebrating diversity across the organisation.

The aim is for our organisation to be truly representative of all sections of society and for each employee and apprentice to feel respected and able to give their best.

2.0 Policy Statement

t2 group firmly believes that excellence will be achieved through recognising the value of every individual.

We aim to create an environment that respects the diversity of employees and apprentices which enables them to achieve their full potential: to contribute fully and to drive maximum benefit from involvement with the organisation.

This policy's purpose and objectives are to :

- To understand that the journey to success starts with recognising the needs of the individual, their goals, aspirations and realising the potential in everyone.

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- To help remove barriers to achievement and move people toward the place they aspire to be, in order to meet their personal ambitions, whether through learning or employment, thereby closing the achievement gap between performance and potential.
- To provide a wide range of individualised support, offer continuous professional development and training for staff to support effective implementation of this policy and instil confidence and awareness of how to promote equality, diversity and inclusion to apprentices, employers and other stakeholders.
- Where appropriate we will make reasonable adjustments that may include additional arrangements for people with dyslexia, learning difficulties, sight impairment, hearing impairment or physical disabilities, and we will endeavour to support people both in their learning and working environment.
- We will promote our zero-tolerance approach to victimisation, discrimination, harassment or bullying on the grounds of all the protected characteristics.
- We will promote the elimination of discrimination by association with another person, or unfavourable treatment based on perception, relating to the protected characteristics of the 2010 Equality Act.
- We will ensure that all apprentices, employers, partners and other stakeholders are aware of this policy using different platforms such as our website, apprenticeship handbooks and email to do so.
- t2 group delivers training to a wide variety of apprentices and their employers from different backgrounds and communities in both England and Wales. In addition to the objectives above, we specifically ensure equality of opportunity within our apprenticeship delivery by:
 - Ensuring information about our apprenticeship programmes is accessible and provided in different formats where required
 - Ensure our application and assessment processes are clearly communicated and fair, including for apprentices with learning difficulties so we do not create any unnecessary barriers to participation
 - Assess the individual needs of apprentices to understand any support requirements for additional learning needs, making reasonable adjustments for apprentices with disabilities to participate and achieve their goals

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- Embed equality, diversity and inclusion issues into our teaching and learning curriculum to raise awareness and promote good citizenship and British Values
- Challenge discrimination and negative behaviour and empower apprentices to do so
- Celebrate success to promote equality and diversity and encourage others to achieve

To this end, the organisation acknowledges the following basic rights for all individuals, employees and apprentices alike:

- To be treated with respect and dignity
- To be treated fairly with regard to all procedures, assessments and choices
- To receive encouragement to reach their full potential

These rights carry with them responsibilities and the organisation requires all employees, apprentices and employers to recognise these rights and to act in accordance with them in all dealings.

The organisation commits to:

- Create a working and learning environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all individuals are recognised and valued.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, apprentices, employers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- Operate a zero tolerance of all forms of victimisation, discrimination, bullying and harassment
- Train our employees in, and promote, equality, diversity and inclusion starting at induction and on an ongoing basis through various established resources and CPD activities such as e-learning modules, dissemination of newsletters and guidance documents to equip them with the skills to embed equality and diversity in their role
- Promote equality, diversity and inclusion with all employees and apprentices through the apprenticeship handbook, "Learner Support" section of the website and exploration of

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- relevant topics during apprentice reviews, monthly tips and guidance documents and staff and apprentice newsletters

3.0 Protected Characteristics

The Equality Act 2010 protects the following groups from unlawful discrimination:

- Age
- Disability
- Race/ethnicity
- Religion or belief
- Sex (previously known as gender)
- Sexual orientation
- Gender re-assignment
- Pregnancy and maternity
- Marriage and Civil Partnership

As set out earlier in this policy, t2 takes a zero tolerance of all forms of victimisation, discrimination, bullying and harassment in relation to (but not limited to) the protected characteristics outlined above.

4.0 Responsibility

The Equality, Diversity and Inclusion Policy is fully supported by the Board and senior management.

The Board has overall responsibility for ensuring that the organisation operates within a framework of equality of opportunity.

The Head of People has responsibility for activities relating to equality, diversity and inclusion and will also be responsible for keeping other Directors and the Board informed of all developments in this area.

The Head of People will coordinate related activities, facilitate developments and communicate responsibilities to appropriate staff within the organisation.

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All employees and apprentices 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 employment or apprenticeship, against fellow employees, apprentices, partners and the public.

5.0 Recruitment and Monitoring

t2 group is committed to ensuring that the organisation is free from unlawful or unfair discrimination and that all recruitment decisions are taken without reference to irrelevant or potential discriminatory criteria.

We will operate a fair and open recruitment policy and make decisions concerning recruitment, selection, training and development and progression of our staff in a fair and unbiased manner, solely based on objective criteria.

At interview, we explore candidate's knowledge of, and approach to, equality and diversity as part of our interview process to ensure that individuals recruited into the organisation have values that align with our commitments to equality, diversity and inclusion.

In line with best practice, t2 group monitors equality, diversity and inclusion information during the recruitment process and we analyse this data to evaluate and refine our recruitment strategy. It enables us to consider whether adjustments should be made in our advertising methods in order to attract individuals from all sections of society and we do this whilst ensuring the confidentiality of all individuals who complete an application for employment.

t2 group ensures that an Equality and Diversity Monitoring form is completed by all applicants only after an offer of employment is made. This data is recorded and made available for analysis to ensure t2's continued commitment to equality, diversity and inclusion. This raw data is stored confidentially and available only to the People Team.

6.0 Complaints

Any complaint will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate procedure.

Internal complaints involving staff will be dealt with via the grievance and disciplinary procedure.

External complaints involving staff, apprentices or employers will be dealt with via the complaints procedure.

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Copies of the staff grievance and disciplinary procedures are available in the employee handbook on the intranet or from the Head of People.

The apprentice and employer complaints and appeals procedures are available at the front of the Learner Handbook and on the Company website.

7.0 Amendments and Alterations

The company reserves the right to amend this policy at any time.

Advice and Guidance available from:

peopleteam@t2group.co.uk

Tel: 02920 799133