



DistanceLearningCentre.com Ltd

Equality, Diversity and Inclusion Policy

1. Policy statement

DistanceLearningCentre.com Ltd (also referred to as the Organisation) is working towards the creation of a supportive and inclusive working and learning environment which is free from all forms of discrimination. An environment where there is mutual respect and equality for all, and where differences are celebrated and respected. The Organisation is proud of its diversity and values, and the way this enriches the life and experiences of all its community.

DistanceLearningCentre.com believes that all people have a right to services and employment, which are free from all forms of unlawful and unfair discrimination on the grounds of age, class, gender, marital or civil partnership status, pregnancy and maternity, gender reassignment, race, nationality or citizenship, ethnicity, religion or belief (including lack of religion or belief), political persuasion, disability, HIV status, and sexual orientation.

DistanceLearningCentre.com further opposes any form of bullying and discrimination against those with a special educational need, learning difficulty, or learning impediment such as having English as a second language.

DistanceLearningCentre.com:

- 1.1 will take all steps possible to ensure that every individual is treated fairly and equally, and decisions on recruitment, employment, education, selection, training, promotion, career management, and provision of other benefits are based solely on objective, and job-related criteria.
- 1.2 aims to ensure that equality and diversity principles underpin all areas of the Organisation's work, and service provision.
- 1.3 recognises that many people and groups suffer discrimination and face serious barriers when trying to fulfil their true potential.
- 1.4 recognises that not all forms of unreasonable and unfair discrimination are the subject of legislation.
- 1.5 will take positive steps to redress discrimination, to improve equality of opportunity, and to combat any unreasonable or unfair treatment which places people at a disadvantage for any reason.
- 1.6 will not tolerate discrimination, harassment, bullying, victimisation, or abuse of people who are members of the Organisation, service users, and volunteers.

This policy also covers all aspects of employment from vacancy advertising, selection, recruitment, promotion, and training to conditions of service, and reasons for termination of employment.

2. Responsibility for implementation

- 2.1 The Executive Directors of DistanceLearningCentre.com have overall responsibility for the equality and diversity policy.
- 2.2 The Executive Manager (HR & Quality) will ensure that this policy is communicated effectively to all members of the Organisation, service users, and volunteers.
- 2.3 Every member of the Organisation, service users, and volunteers are required to support this policy, and ensure discrimination does not occur.
- 2.4 All managers have a responsibility to set the standards of acceptable behaviour expected of staff and so must act with fairness and equity.
- 2.5 All managers are responsible for implementing fair, non-discriminatory practices within their areas of responsibility.
- 2.6 This policy shall be displayed, visible to members, service users, and visitors.
- 2.7 The Organisation's complaints, grievance and disciplinary procedures will be used to deal with any complaints about discrimination, harassment, or bullying involving staff, learners, and volunteers.

3. Service delivery

- 3.1 DistanceLearningCentre.com aims to ensure that its services are accessible to all sections of the community served by the Organisation.
- 3.2 The Organisation will adopt policies and procedures that include objectives with regard to equality and diversity.

4. Monitoring and evaluation

- 4.1 Human Resources at the Organisation will evaluate its services and the effectiveness of its equality and diversity policy through its annual employee engagement survey.
- 4.2 Monitoring may be carried out by Human Resources to provide the data for evaluation. For instance, DistanceLearningCentre.com may ask service users, job applicants, and volunteers about their ethnic origin, disability, marital status, age, or other personal information. We will only do this for a specific defined purpose such as collecting statistical data for funders, for research or for our own monitoring to evaluate the impact of this policy.

5. Reporting and complaints

If a learner or member of staff believes they have been discriminated against on any of the grounds listed above, or if they feel that this policy has been breached in any way to their detriment, they are encouraged to raise the matter through the Organisation's formal complaints and grievance procedure; learners can access the complaints and grievance procedure on our website at: <https://www.distancelearningcentre.com/policies>.

Allegations of unfair discrimination will be treated very seriously, in confidence, and investigated in accordance with the complaints and grievance procedure.

Staff can bring up any concerns or allegations with their line manager, HR, or a member of the Executive Management Team (EMT).

Disciplinary action may be taken against any member of the Organisation's community who is found to have acted in contravention of this policy.

Discrimination, harassment, bullying, and victimisation may amount to gross misconduct, and could lead to expulsion from a course of study or immediate dismissal from employment.

Staff have a duty to report to the Executive Manager (HR & Quality) any behaviour that may be considered unlawfully discriminatory.

Serious acts of discrimination and harassment may constitute a criminal offence.

6. Review of this policy

6.1 DistanceLearningCentre.com's commitment to equality and diversity is an active one.

6.2 This document will be reviewed and amendments made as required on a regular basis as part of this active commitment.

6.3 This policy has been developed in accordance with the relevant government legislation and guidance, and will be reviewed annually.

6.4 This policy is available on the Organisation's website and on request.

6.5 DistanceLearningCentre.com will also seek to keep abreast of new developments in equality and diversity practice, and actively seek information in regards to this.

DistancelearningCentre.com Ltd: date agreed: 05/11/2007

Dates of review and update: 03/07/10; 30/09/12; 18/09/13; 27/01/14; 28/03/14; 25/11/15; 26/08/18; 17/07/19; 15/07/20; 08/08/24; 01/11/24