

Equality and Diversity Policy

This policy was updated: **September 2024**

This policy will be reviewed: **September 2026**

Statutory policy? **No**

Legal Framework

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity, and foster good relations in relation to the following protected characteristics:

- Age (as appropriate)
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

We have due regard of the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct prohibited under the Act.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Aims

Nulogic is committed to the principle that all learners are entitled to the best education we can provide, free from prejudice relating to their background, race, disability, or sex. We are obligated to challenge discriminatory attitudes, ensure respect for all, and prepare learners for life in a culturally diverse society. We are committed to eliminating unlawful discrimination to increase equal opportunities and good relations in all aspects of life.

Nulogic is obligated to treat everyone equally; we value and respect the diversity of all learners, staff, and visitors. As a company, we endeavour to create a positive and friendly working environment to support learning and improve employment opportunities where everyone is treated with respect and dignity. Nulogic will challenge any instance of inequality and will anticipate and respond proactively to different needs and circumstances so that all parties can achieve their full potential.

We acknowledge and celebrate the diversity of our learners, staff, and visitors. Nulogic is committed to ensuring all people feel safe, respected, and listened to regardless of their backgrounds or personal attributes. We will recognise and value individual differences and remove barriers that put people at a disadvantage.

Nulogic fully supports the requirements of the Equality Act 2010 and associated responsibilities, which are consistent with our vision and values. As a company, we will challenge any direct or indirect discrimination, harassment, or victimisation on the grounds of race, age, sex, disability, religion, marital or civil partnership status, gender reassignment, and sexual orientation.

Roles and Responsibilities

Effective implementation of this policy requires clear accountability at all levels.

Directors and Senior Leaders

- Provide strategic leadership on equality and diversity.
- Ensure adequate resources are allocated for implementation.
- Monitor compliance and review progress against equality objectives.
- Model inclusive behaviour and decision-making.

Policy Owner (Designated Equality Lead)

- Oversee day-to-day implementation of this policy.
- Act as the primary point of contact for equality-related concerns.
- Coordinate training, monitoring, and reporting.
- Keep the policy under review and recommend updates.

All Staff

- Treat all learners, colleagues, and visitors with dignity and respect.
- Challenge discriminatory behaviour and language.
- Participate in equality and diversity training.
- Report concerns promptly using the complaints procedure.

Learners

- Treat others with respect regardless of protected characteristics.
- Report any concerns about discrimination, harassment, or victimisation.
- Engage with equality and diversity learning opportunities.

Partner Employers

- Comply with the Equality Act 2010 in all dealings with Nulogic learners.
- Provide inclusive work placements and reasonable adjustments where required.
- Report any equality concerns to Nulogic promptly.

Link to Safeguarding

Discrimination, harassment, and victimisation can constitute safeguarding concerns, particularly where learners are vulnerable. This policy should be read alongside our **Safeguarding and Child Protection Policy**.

Where a concern involves potential harm to a child or vulnerable adult, staff must follow safeguarding procedures immediately, including reporting to the Designated Safeguarding Lead.

Any allegation of discriminatory abuse, hate crime, or targeted harassment will be treated as both a safeguarding matter and an equality matter, with appropriate referrals made to external agencies where necessary.

Equality of Opportunity and Outcome in Learning/Employment

We will take all necessary measures to ensure that learning and employment opportunities are available to all. No individual will be excluded from an education or employment opportunity on the grounds of their age, race, religion or belief, disability, gender reassignment, sex, caring status or pregnancy, civil partnership status, sexual orientation, or marital status. We will document and monitor applications, participation, refusals, and removals to ensure equality of opportunity and fair representation.

For learners: We will support all learners as far as reasonably possible to pursue the education curriculum of their choice and make all reasonable efforts to ensure physical access to the education or workplace setting. Where this is not possible, we will identify alternative options or provisions.

For employees: Where possible, all employment opportunities will be advertised both internally and externally and will include a suitable statement on equality of opportunity. Selection criteria will be kept under continuous review to ensure they are reasonable, fair, job-related, and non-discriminatory.

A minimum of two people will be involved in shortlisting and interviewing. At least one will be trained in safer recruitment. All candidates and current employees invited to participate in a selection process will be asked whether any support or adjustment is required to enable full participation.

Nulogic will provide access to suitable training and development to enable employees to carry out their roles. Training and development needs will be assessed on their specific merits and agreed with the Company Directors.

Disclosure and Additional Support Provisions

Before starting and during education or employment, learners and staff will be given the opportunity (in confidence) to disclose any disability or learning difficulty they may have. This enables the company to put in place additional or alternative support or modified working practices where reasonably practicable. We will explain why this information is being requested and how it will be used. We will ask learners and staff to inform us of any personal commitments or barriers that may affect their engagement and offer alternative ways of working to minimise their impact.

For learners: Where a learner discloses a disability or learning difficulty, we will identify what additional or alternative support is needed and arrange a meeting with the individual.

We will attempt to secure and provide any additional provision for the duration of the learner's programme where reasonably practicable, as agreed with the learner. Support could include additional or alternative help, provision of a specialist service, involvement of personal carers or support workers, provision of alternative or adaptive equipment, or adjustments to the learning environment.

Where it is not reasonably possible to provide essential and adequate specialist support, we will contact the learner's referral agency and/or signpost to a more suitable provision.

We will clarify where learners are entitled to government funding to access additional support on education programmes.

All learners will have their education and access needs assessed to identify appropriate programmes relevant to their development objectives and targets.

For employees: Where an employee discloses a disability, practical steps will be taken to make reasonable adjustments. Nulogic may consider redeployment and suitable retraining to enable the employee to remain in employment where possible.

For employers: Nulogic will, where necessary and with the learner's consent, share information on any disability, learning difficulty, or barriers to education, along with details of any additional support or provision required from the employer.

Induction and Equality Training

All learners and staff will receive an induction into their education, employment, and working environment. Nulogic will make every person aware of our commitment to equality and diversity, and the arrangements in place to ensure all individuals are treated fairly and equally.

Training requirements:

- All staff will complete equality and diversity training during induction.
- Refresher training will be provided at least every two years, or sooner if legislation or best practice changes.
- Managers and those involved in recruitment will receive additional training on inclusive recruitment and unconscious bias.
- Training records will be maintained and monitored by the Policy Owner.

For learners: During education, Nulogic will remind learners of arrangements in place to ensure equality of opportunity and promote diversity, provide regular opportunities to disclose any disability, learning difficulty, or change in support needs, and support them to develop their awareness of equality, diversity, and inclusion.

For employers: Nulogic will provide employers with information on equality and diversity arrangements in place within their organisation, staff induction and training expectations, and guidance on what to do should a learner or staff member wish to make a complaint.

Complaints Procedure

Any learner, member of staff, visitor, or partner who believes they have experienced or witnessed discrimination, harassment, or victimisation has the right to raise a complaint. Nulogic takes all such complaints seriously and will handle them promptly, fairly, and confidentially.

How to raise a concern:

1. **Informal resolution:** Where appropriate and safe to do so, concerns may be raised directly with the person involved or with a line manager or tutor, who will attempt to resolve the matter informally.
2. **Formal complaint:** If informal resolution is not appropriate or has not resolved the issue, a formal complaint can be submitted in writing to the Policy Owner at:
contact@nulogictraining.co.uk or by post to the address at the end of this policy.

What happens next:

- Complaints will be acknowledged within **3 working days**.
- An investigation will be conducted by a person independent of the complaint.
- The complainant will be kept informed of progress.
- A written outcome will be provided within **15 working working days** of receipt, or an explanation given if more time is needed.
- If the complainant is dissatisfied with the outcome, they may request a review by a Company Director within **10 working days** of receiving the decision.

Confidentiality: All complaints will be handled confidentially. Information will only be shared with those who need to know to investigate and resolve the matter.

Protection from victimisation: No one will be treated unfairly for raising a genuine concern. Victimisation of anyone who makes a complaint, or supports someone else to do so, is a serious disciplinary matter.

Record keeping: All formal complaints will be recorded and monitored to identify patterns and inform improvements.

Monitoring, Reporting, and Equality Objectives

Nulogic is committed to monitoring the impact of this policy and acting where inequalities are identified.

Data Collection

- We will collect equality data (protected characteristics) from learners and staff on a voluntary and confidential basis at the point of enrolment or employment, and at regular intervals thereafter.
- Data will be collected in accordance with UK GDPR and our Privacy Policy.
- Individuals may decline to provide this information without any adverse consequence.

Monitoring

We will monitor the following by protected characteristic, where data permits:

- Learner applications, enrolments, retention, achievement, and progression.
- Staff applications, appointments, training, promotion, and leavers.
- Complaints and grievances related to equality and diversity.
- Access to reasonable adjustments and additional support.

Reporting

- Equality monitoring data will be reviewed by the Policy Owner at least annually.
- A summary report will be provided to Company Directors, highlighting any areas of concern or underrepresentation.
- Where patterns of inequality are identified, action plans will be developed.

Accessibility

Nulogic is committed to ensuring that our services, communications, and learning materials are accessible to all.

- We will make reasonable adjustments to premises, equipment, and resources to ensure accessibility for learners, staff, and visitors with disabilities.
- Information will be made available in alternative formats on request (e.g. large print, audio, easy read).
- We will work towards ensuring our digital content meets accessibility standards (WCAG 2.1 AA where reasonably practicable).
- Feedback on accessibility is welcomed and should be directed to the contact details below.

Review and Related Policies

This policy will be reviewed annually to ensure its effectiveness and that it is updated in accordance with changes in the law or best practice.

Related policies and documents:

- Safeguarding and Child Protection Policy
- Complaints Policy
- Staff Code of Conduct
- Learner Code of Conduct
- Privacy Policy

Contact Information

Phone 0800 316 7330

Email contact@nulogictraining.co.uk

Post Nulogic Training Ltd
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Nulogic is committed to promoting equality for all. If you would like this information in an alternative format, please contact us.