

Equality & Diversity Policy

1. Introduction

The policy takes into account the updated approach to equality by the UK Government as outlined in the Equality Act Guidance (2010) <https://www.gov.uk/guidance/equality-act-2010-guidance#history>

This policy outlines our commitment across all operations of Later Life Training (LLT). Internally, as an organisation we are committed to creating an inclusive working and studying environment where differences are valued and equality of opportunity is advanced. Externally our focus is on continuing to deliver a fair service to our learners and candidates by meeting the changing needs of global diverse communities.

2. LLT Equality Statement

LLT employees and contracted tutors/assessors are fully committed to the respect and fair treatment for everyone, eliminating discrimination and actively promoting equality of opportunity and delivering fairness to all. LLT supports diversity and promotes equality of opportunity for all staff/tutors/assessors regardless of their:

- Protected Characteristic (Single Equality Act):
 - Age
 - Disability
 - Gender Reassignment
 - Marriage and Civil partnership
 - Pregnancy and Maternity (including Paternity)
 - Race (colour, ethnic or national background)
 - Religion or Belief (including non-belief)
 - Sex/Gender
 - Sexual Orientation
- Caring responsibilities for a 'Protected Characteristic' including dependents
- Socio-economic background/grouping
- Unrelated spent criminal convictions

3. LLT Commitment to Equality

LLT aims to ensure that equality is embedded into all its functions, operations and activities.

4. Responsibilities and commitment

Each individual is responsible for their own behaviour and must accept the principle that there is equality of opportunity and fairness for all staff and students and anyone associated with LLT. Individuals must ensure they do not support unfair behaviour by ignoring what is happening around them and must not incite or collude with unfair or

unlawful discrimination. The law stipulates that, any member of staff, tutor/assessor found to be responsible for inciting, perpetrating or colluding with discrimination or harassment may face disciplinary action. All staff and anyone associated with LLT, have a responsibility to adhere to this statement and apply it in their day-to-day work.

The specific responsibilities in relation to this statement are as follows:

LLT Directors as the employer is ultimately responsible for ensuring that;

- LLT fulfills its legal responsibilities for promoting equality and eliminating discrimination, and for making sure that the commitments within this statement are fulfilled.
- All staff, learners and candidates have a responsibility to promote equality and to eliminate discrimination on the grounds listed in section 2 and to adhere to the *Equality Statement*. Any act of discrimination or harassment by a member of staff or a student will be taken very seriously and may result in disciplinary action being taken.

5. Complaints of Discrimination or Harassment

If a member of staff feels that they have been discriminated against, the complaint should be raised with an LLT Director immediately where full details of the complaint will be documented and escalated to the director team for investigation.

5.1. If a learner or candidate feels that they have been discriminated against, the complaint should be raised with the LLT office manager in the first instance where full details of the complaint will be documented and escalated to the director team for investigation.

End.