

Equality and Diversity Policy

Safeagent is dedicated to encouraging a supportive and inclusive culture for all including candidates, colleagues and associates.

Safeagent aims to ensure that everybody working in the sector can embrace and participate in its qualifications regardless of race, religion, gender, age, disability or sexual orientation.

This document sets out the commitment to equality and diversity that safeagent expects in the development, delivery and award of its qualifications.

We define diversity as valuing everyone as an individual and it is within our best interest to promote equality and eliminate discrimination throughout our operations, and within our reach as an organisation. Our aim is to ensure that all candidates, colleagues [including job applicants] and associates are given equal opportunity and that our organisation is representative of all sections of society.

Every individual we come into contact with will be respected, valued and supported to be able to give their best and achieve their potential.

This policy reinforces our commitment to providing equality and fairness to all in our association and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination and commit to complying with the requirements of Equalities Law.

All candidates and colleagues will be treated fairly and with respect. When selecting colleagues for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability. All of our associates will be given help, support and encouragement to develop their full potential and utilise their unique talents. The skills and resources of our organisation will therefore be fully utilised and we will maximise the efficiency of our operations.

safeagent will ensure that its policies comply with Equality and Diversity legislation and the Disabilities Rights Commissions Code of Practice and will monitor equality and diversity of the candidates, by collecting diversity data which includes gender, age, ethnicity and registered disability.

Equality of opportunity for candidates

Our aim is to ensure appropriate access to assessment and learning and at all times prevent discrimination. We will enable provision for candidates with particular requirements wherever possible and justifiable and ensure access to a mechanism to deal with any candidate appeals. This policy should be read in conjunction with our Reasonable Adjustment and Special Consideration policies.

Equality of opportunity in learning is central to our offer and is embedded in our policies. There will be no artificial barriers, as a result of any protected characteristic, to our qualifications, which will:

- Be available to all applicants who can achieve the required standard
- Be free from barriers which restrict access to progression

- Be free from overt or covert discriminatory practices with regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex
- Pay due regard to the particular requirements of individuals, including those who may require support to undertake learning and assessment
- Be free from any restrictions that are not legally required

In order to do this, safeagent will ensure:

- That, as far as practicable, candidates have a secure learning environment free from discrimination or personal harassment
- That we recruit candidates with integrity and ensure open access to our qualifications, within the constraints of entry requirements
- That we explore with candidates [and/or their employers where appropriate] any issues which may prevent them from achieving areas of their proposed qualification
- That we consider with each candidate [and/or their employers where appropriate] their potential and make a judgement about their ability to achieve the qualification [individual unit achievement is not available for any of our qualifications]
- That we will advise candidates if there is a more appropriate qualification [either with ourselves or another AO]
- That learning and assessment materials demonstrate sensitivity to diversity and are non-discriminatory
- That pastoral care arrangements provide adequate support
- That all staff will challenge prejudiced and discriminatory behaviour, whether intentional or unintentional, by candidates, outside contractors or other colleagues

Equality of opportunity for colleagues

Our commitment to colleagues and associates is:

- To create an environment in which individual differences and the contributions of all are recognised and valued
- To create a working environment that promotes dignity and respect for every employee
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy
- To make training, development, and progression opportunities available to all staff
- To promote equality in the workplace, which safeagent believes is good management practice and makes sound business sense
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures
- To encourage employees to treat everyone with dignity and respect
- To regularly review all our employment practices and procedures so that fairness is always maintained
- Safeagent will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements

Dealing with discrimination

Discrimination, bullying (including cyber bullying), harassment, or any other form of behaviour deemed unacceptable by safeagent by any individual will be viewed as contrary to our aspirations for a supportive learning and working environment and will not be tolerated. Any allegations of such

behaviour in respect of a candidate will be thoroughly investigated by the Head of Learning and Development [HoLD]. Any allegations of such behaviour in respect of a colleague, will be investigated by the Line Manager and where proven, any perpetrators will be dealt with in line with the Disciplinary Policy.

The policy will also be drawn to the attention of all groups within our organisation including candidates, colleagues, associates and job applicants.

Monitoring compliance with these requirements

safeagent quality assurance activities are based on the following principles: consistency of standards, fitness for purpose, equality of opportunity and accessibility, positive learning experiences and continual improvement. safeagent quality assurance activities are designed to ensure there are sufficient indicators present to demonstrate that these principles are being upheld.

safeagent will demonstrate that the assessment methods are appropriate, non-discriminatory and suitable for the needs of the candidates through appropriate:

- Assessment materials, tasks and activities
- The range of assessment methods
- Alternative methods devised for students with particular requirements e.g., sight and/or hearing impairment [our qualifications are only available in English]

This policy will be monitored and next reviewed in August 2023.