

Equality Diversity and Inclusion Policy Contents

1. Introduction

1.1 We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

1.2 We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

1.3 Our HR Team has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

1.4 All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of SEED International.

1.5 Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in SEED International as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the organisation.

1.6 This policy sets out SEED International's approach to equality, diversity and inclusion. SEED International is committed to making this policy fully effective in relation to its employees, contractors and learners and takes advice, where appropriate, from the Equality and Human Rights Commission and other sources.

2. SEED International's commitment as an employer

- To create an environment in which individual differences and staff contributions are recognised and valued.
- Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will

be tolerated.

- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.

3. SEED International's commitment as a service provider

- We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- We will make sure that our services are delivered equally and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- This policy is fully supported by senior management and has been agreed with employee representatives
- We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings

4. SEED International's commitment to equality, diversity and inclusion

SEED International's qualifications are suitable for a diverse range of learners. SEED International is committed to removing barriers to learning and accessing its products and ensuring equality of opportunity and inclusion for all its learners. SEED has an appeals procedure which conforms to regulatory requirements, details of which are in all policy documents and accessible on the website. SEED ensures that its qualifications are suitable for as diverse a range of learners as possible. It adheres to regulatory guidance in regards to the development, delivery, assessment and awarding of SEED International's qualifications to ensure there is no bias in content which might discriminate against or disadvantage any groups of learners sharing a particular characteristic, in terms of language, content or means of assessment, other than those directly related to the purpose of the unit qualifications. If any such feature or barriers are necessary, their nature and the reason for their inclusion are clearly explained.

SEED International will never reject a request relating to accessibility to its qualifications, except where acceptance of the request is not logistically possible or where acceptance would undermine the validity of the assessment or the reliability of the results criteria for the assessment. SEED International fulfils its obligation to meet the access arrangements requested for our learners in a way that does not disadvantage either them or their peers.

5. Policy statements

AGE We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities
- challenge discriminatory assumptions about younger and older people

DISABILITY We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities
- challenge discriminatory assumptions about disabled people
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation

RACE INCLUDING COLOUR, NATIONALITY, ETHNIC OR NATIONAL ORIGIN We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents
- actively promote race equality in SEED International

GENDER We will:

- challenge discriminatory assumptions about women and men
- take positive action to redress the negative effects of discrimination against women and men;
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment

SEXUAL ORIENTATION We will:

- ensure that we take account of the needs of the LGBTQ+ community

RELIGION, BELIEF OR LACK OF RELIGION/BELIEF We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others

PREGNANCY OR MATERNITY We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

MARRIAGE OR CIVIL PARTNERSHIP We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and

- ensure that no individual is disadvantaged and that we take account the needs of our employees' marriage or civil partnership.

6. Policy review

This policy will be monitored and reviewed annually, to ensure its procedures and practices continue to meet legislative and regulatory compliance. If required, SEED International reserve the right to make changes to the policy in line with customer and learner feedback, or in response to individual cases.

Last revised: February 26, 2021

The next revision date: February 26, 2022