



Management Training & Development Limited

Apprenticeship Equality, Diversity & Inclusion Policy

Policy Owner		Position		
Sean McPheat		Chief Executive Officer		
Signature			Date	
Review History				
V1	Approved	January 2021	Review	March 2022
V2	<ul style="list-style-type: none"> • Addition of detail of who holds responsibility for this policy (page 2) • Re-phrasing of “definitions to provide clarity regarding protected characteristics (page 3) • Inclusion of “working with employers and apprentices’ section (Page 9) • Addition of detail with regards to promoting and learners /employers committing to this policy. (page 10) 	March 2022	Review	March 2023
	<ul style="list-style-type: none"> • This updated policy incorporates the considerations around inclusivity, mental health, gender identity, race, and other aspects of EDI that are crucial for creating an environment that is both legally compliant and truly inclusive 	Approved March 2023		Reviewed March 2024

Policy Statement

We are committed to providing a high-quality learning environment that promotes and supports the protected characteristics outlined in the Equality Act 2010. Our goal is to create a culture where diversity is celebrated, and every individual, regardless of their background or identity, is treated with respect, dignity, and fairness.

Introduction

This policy outlines the standards and guidance for creating a cooperative and non-discriminatory environment that is both supportive and challenging. We aim to provide a safe, inclusive, and respectful space for all staff, learners, apprentices, and employers. We actively challenge harassment, bullying, and discrimination in all forms and are dedicated to promoting equality of opportunity and diversity across our organisation.

At Management Training & Development Limited (MTD), we recognise that everyone has unique characteristics, and we celebrate these differences. Our policies, procedures, delivery methods, and interactions are designed to ensure that all individuals are treated equally and are empowered to reach their full potential, regardless of their age, gender, sexual orientation, disability, race, religion, marital status, or any other protected characteristic.

Who Is The Policy For?

MTD's Chief Executive Officer (CEO) holds overall responsibility for this policy, ensuring its implementation and review annually or in line with any legislative changes. The policy is applicable to all staff, learners, apprentices, employers, and other stakeholders who engage with the organisation.

The Protected Characteristics

Under the Equality Act 2010, the following characteristics are protected from discrimination:

- **Age**
- **Disability** (including mental health and neurodiversity)
- **Gender Reassignment** (including non-binary, gender fluid, and other gender identities)
- **Marriage and Civil Partnership**
- **Pregnancy and Maternity**
- **Race** (including ethnic origin and national origin)
- **Religion or Belief**
- **Sex** (including gender identity and gender expression)
- **Sexual Orientation** (including LGBTQ+ identities)

Definitions

- **Direct Discrimination:** Treating someone less favourably because of their protected characteristic (e.g., race, gender, disability).
- **Indirect Discrimination:** Imposing a requirement or condition that disproportionately affects those with protected characteristics, unless justified.

MTD is committed to ensuring that no individual is discriminated against based on their gender, age, sexual preferences, marital status, or any other characteristic listed above.

Commitment To Inclusivity & Fairness

We believe that all learners should have the same opportunities to participate and succeed, regardless of their gender, age, race, religion, or background. The curriculum and resources used will reflect the diversity of learners' experiences and will foster a greater understanding of the wider world.

MTD is committed to removing barriers to participation and ensuring that all learners feel safe, respected, and valued. Our staff are trained to challenge stereotypes and derogatory language, and we take swift action to resolve any concerns related to harassment, bullying, or discrimination.

Reasonable Adjustments

MTD is dedicated to supporting learners and staff with disabilities or additional needs, including those with mental health conditions. We are committed to making reasonable adjustments (e.g., extra time for tests, modifications to physical environments, and providing assistive technology) to ensure that every individual has equal access to opportunities.

It is encouraged that any additional needs are disclosed during the enrolment process to ensure appropriate adjustments can be made.

Harassment & Bullying

We have a zero-tolerance policy towards harassment and bullying in any form. This includes:

- Verbal or physical abuse or intimidation.
- Repetitive criticism, insults, or undermining behaviour.
- Any conduct that causes distress or humiliation.

Harassment and bullying will be dealt with promptly and can result in disciplinary action, including dismissal in severe cases.

Types of Harassment:

1. **Racial Harassment:** Any form of discrimination, abuse, or mistreatment based on someone's race, ethnicity, or cultural background. This includes racist language, exclusion, and unfair treatment.
2. **Sexual Harassment:** Any unwelcome behaviour of a sexual nature, including inappropriate jokes, advances, or comments.
3. **Disability Harassment:** Discriminatory treatment based on an individual's disability or perceived disability, including assumptions about abilities or unfair treatment.

Harassment based on gender, race, disability, or sexual orientation will not be tolerated. The Company will take appropriate action to address any such incidents.

Victimisation

Victimisation occurs when someone is treated less favourably because they have made a complaint of discrimination or harassment, or supported someone else in doing so. Any act of victimisation will result in disciplinary action.

Complaints & Disciplinary Action

If a staff member or learner believes they are being harassed, discriminated against, or victimised, they can make a complaint through our formal or informal procedures. We will investigate all complaints promptly and confidentially, ensuring that no individual will suffer detriment for making a complaint in good faith.

Staff & Management Responsibilities

Staff Responsibilities:

- Be proactive in ensuring equality and diversity is embedded in all aspects of the apprenticeship experience.
- Challenge discriminatory behaviour and language immediately.
- Report any discriminatory actions or misconduct to their line manager.

Management Responsibilities:

- Ensure that staff and learners are aware of and adhere to this policy.
- Promote equality and diversity in recruitment, delivery, and progression.
- Support staff development to ensure staff have the skills and knowledge to uphold this policy.
- Collect and analyse data on diversity, participation, and achievement to identify areas for improvement.

Working With Apprentices & Employers

MTD is committed to ensuring that EDI principles are embedded throughout the apprenticeship experience:

- **Pre-enrolment and Enrolment:** We only engage with employers who support the principles of equality, diversity, and inclusion. Awareness sessions will be conducted with applicants to promote MTD's commitment to EDI.
- **Induction:** All learners will receive a comprehensive induction on MTD's EDI policy and expectations.
- **Delivery:** EDI will be integrated into all learning activities, and learners will be encouraged to respect diversity and challenge any negative behaviour.
- **End Point Assessment:** Reasonable adjustments will be made as required for learners with disabilities or additional needs.



Recruitment

MTD is an equal opportunities employer, and all job vacancies will be advertised without discrimination. We will ensure that recruitment practices do not disadvantage any group of people based on their age, gender, sexual orientation, disability, or any other protected characteristic. We will make reasonable adjustments to recruitment practices, where necessary, to accommodate disabled applicants.

Training & Development

All staff, learners, and employers will receive training on the requirements of this policy. This training will be delivered during the induction process and will be refreshed periodically. MTD staff will undertake Continuing Professional Development (CPD) to ensure they are up-to-date with the latest EDI practices.

Monitoring & Review

The Senior Leadership Team, under the CEO's direction, will monitor the effectiveness of this policy annually. Any required changes will be implemented promptly to ensure compliance with the latest legislative updates.

Disciplinary Action

Any breaches of the EDI policy will result in disciplinary action, which may include termination of employment or learning contracts. Disciplinary action will be taken against any individual found to be involved in discriminatory behaviour, harassment, or victimisation.