



**RM Training**  
The Stepping Stones to Your Success

# Equality Diversity and Inclusion Policy

**Authorised by David MacGregor – Operations Director**

  
11/08/2023

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## Policy Statement

As an employer and training provider RM Training recognises and accepts responsibility for providing equality of opportunities to all staff and persons eligible for training, irrespective of their Age, Disabilities, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Beliefs, Gender or Sexual Orientation. RMT values and recognises the social and cultural diversity in our communities and aims to provide conditions that encourage everyone to participate in learning, actively combat harassment and help to ensure people are treated with dignity.

## Legislations

This policy is written following the responsibilities of the Sex Discrimination Act 1986, the Race Relations Act 2000 and the Disability and Equality Act 2010, the Duty to Promote Racial Equality 2002 and the Special Educational Needs and Disability Act 2001.

## Policy Review Frequency

RMT review and amend this statement regularly to ensure that it meets legislation and remains effective. The updates to this policy are published to our learners, employees, and workplace providers by the regular distribution of electronic newsletter via email as well as appearing on our company website.

## Role and Responsibility

It is RM Trainings policy that no persons involved or associated with us receive anything less than favourable treatment for any of the following:

- Nationality
- Religion
- Reverence
- Racial or Ethnic Origin
- Language or Culture
- Disability (including ability to access training facilities or learning resources)
- Marital status
- Age
- Gender
- Pregnant women, nursing mothers or persons on maternity leave
- Gender identity
- Sexual orientation (including preferences)
- Ability in reading, writing, speaking or numeracy
- Lack of technical knowledge or skills
- Any disabilities including behavioural and learning
- Lack of recognised qualifications
- Ex-offenders
- Homelessness
- Any other identifiable discriminatory causes.

RM Training are committed to raising awareness of equality and diversity amongst our learners, staff and clients and ensure that all learners are treated with dignity and respect as well as working towards these same values outlined

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in this policy. The responsibility of compliance and for the positive overall attitude required to ensure success falls upon all staff working for RM Training. All external persons who are connected to RM Training are expected to hold the same responsibilities and commitment.

## Promotion and Engagement of Equality and Diversity

RM Training take a proactive approach to promoting diversity in all areas of the business and are continuously improving our approach to diversity. RM Training informs all employees of their responsibilities throughout the year during training and induction processes.

All staff and learners will receive initial, regular, and updating briefings on all aspects of equality and diversity and inclusion. RM Training will take disciplinary action against employees or learners who are found to be infringing upon this policy.

All new learners and apprentices must complete an induction including equality and diversity training before they start, where their responsibilities under Equality and Diversity are explained including the Anti bullying policy and Complaints Procedure.

All learners and Apprentices complete a Health form (confidential - to be completed and handed back to the office before end of day) which may highlight a need for reasonable adjustments. A Code of Conduct is issued to ensure a professional and safe working environment. Policies and Procedures, including safeguarding and prevent, are issued and discussed. An Equality and Diversity Presentation is shown to each apprentice and learner before they start their training.

## Co-operation by Staff and Apprentices

As a part of RM Training you have a duty to cooperate and comply with any measures set out to improve or sustain the concepts of equality and diversity. **You must report any bullying or harassment to the senior leadership team.** You must not encourage or allow others by any omission to carry out any discriminatory act.

## Implementation

- Encouraging the full participation of learners in all aspects of their learning
- Working towards inclusive learning by ensuring a degree of flexibility to match the needs of individual learners with the delivery
- Identifying and removing any discriminatory practices, procedures and customs and replacing them with systems that are fair and equal to all
- Actively promoting equality and diversity among staff, learners, and employers
- Making sure that all learners and staff are protected from harassment, bullying and discrimination, including those based with employers and other sites external to the provider's
- Managing any incidents or complaints relating to equality effectively and efficiently
- Having strategies in place to safeguard learners, such as apprentices and vulnerable adults, who are based with employers from harassment, bullying and discrimination and the risk of becoming radicalised.
- Having a procedure for safe learner recruitment including avoidance of stereotyping and prejudgements
- The right to have a friend, supporter, or mentor present during pre-screening interviews
- Information, Advice and Guidance (IAG) on referrals of staff and learners to other agencies and organisations that can offer further support and help.

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## Recruitment

We make every effort to recruit staff and learners from all sections of society and ensure fair treatment throughout the recruitment and selection process.

- We make the wording and images we use reflect and appeal to all sections of society.
- We make all job specifications relevant and non-discriminatory and to ensure that short-listed candidates have skills and qualifications which most closely match the job requirements.
- We ensure the fair, consistent and non-discriminatory questions at interview.

## Delivering Apprenticeship Training

Training materials are subject to quality control to ensure the contents do not offend any group. The use of electronic communication is monitored to ensure that no offensive material is introduced into the training or working environment. The structure and content of training is regularly evaluated to ensure that it does not offend or impinge on any persons rights.

## Working with Employers

We work with our clients to provide support and advice on diversity issues where required and help them to achieve their diversity goals. We can also assist our clients in monitoring the equality information of our learners. All clients are issued with a copy of the Equality and Diversity Policy.

We want to always demonstrate best practice so that clients actively seek to work with us.

## Adjustments for Staff and learners with disabilities

- We have a guaranteed interview scheme for all job applicants with a disability who meet the minimum selection criteria.
- We make every effort to identify and provide any 'reasonable adjustments' required to learning arrangements or environment.
- We provide support to learners with a disability to make every effort to ensure they can meet their full potential
- We make reasonable adjustments to our assessment processes for training courses where required to ensure no-one is disadvantaged.

## Training and Development

We deliver training and on-going advice and instruction through staff induction programmes and on-going professional development. At induction, we make every staff member and learner aware of the diversity policy and complete Prevent Awareness training. We make sure that the context of any in-house course adheres to the principles of the policy. We endeavour to accommodate specific needs of disabled staff and learners.

All our staff and learners have access to an online computer-based training suite which allows them to refresh their knowledge on a variety of work-related topics at any time.

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## Ownership

### We combat unlawful discrimination

We endeavour to protect our staff and learners from discrimination of any kind by raising awareness and conducting training. We will support any staff member or learner who raises concerns about discriminatory behaviour.

We will deal with any complaints relating to discrimination sensitivity and effectively through our grievance procedure or disciplinary procedure, as appropriate.

### We improve awareness of discrimination

We are aware that discrimination may not always be obvious, and we seek to improve the awareness of our staff and learners of all types of discrimination.

**Direct Discrimination:** when a person is treated less favourable because of their sex, race, disability, age, religion or belief, sexual orientation, material or civil partnership status, pregnancy or maternity, gender reassignment, part-time or fixed-term employment status.

**Indirect Discrimination:** when an apparently neutral provision, criterion or practice puts a group of people with a protected characteristic at a particular disadvantage when compared to other groups.

**Victimisation:** when a person is treated less favourable because they have raised a complaint of discrimination (including bringing legal proceedings) or given evidence in relation to someone else's complaint.

**Harassment:** when a person is subjected to unwanted conduct relating to a protected characteristic which affects the recipient's dignity or creates an offensive, intimidating, or hostile environment. This can include an isolated incident or a series of incidents.

### We Promote Diversity

We take a proactive approach to promoting diversity in all areas of the business and we are continuously improving our approach to diversity

### We Support our Learners

Every learner receives equality and diversity and prevent training as part of their induction and each training session should promote equal opportunities and should be identified within the lesson plan.

We are aware that diversity promotes a better blend of skills and experience and we endeavour to ensure that we are actively promoting equality and diversity throughout all of training programmes and delivery.

## Suggestions for Improvement

If you have any suggestions for improvement within this policy then please feel free to offer these suggestions to the Office Administrator ([admin@rmtraining.co.uk](mailto:admin@rmtraining.co.uk))

## Monitoring and Evaluation

The RM Training Management Team will monitor and evaluate achievement in respect of equality by taking the following actions:

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- Ensure that all employees who deliver training services receive training to ensure that they do not discriminate unlawfully
- Review and monitor our services to ensure that they do not discriminate against anyone, identify barriers to access and assess where improvements can be made
- Ensure that organisations or individuals providing services on behalf of RM Training UK Ltd comply with equal opportunities legislation and promote equality of opportunity

## Reporting and Concerns

All queries and concerns about Equality and Diversity issues should be referred to the RM Training Managing Director James MacGregor ([james.macgregor@rmtraining.co.uk](mailto:james.macgregor@rmtraining.co.uk)).

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