

EQUALITY AND DIVERSITY POLICY

1.Introduction

Steadfast Training Ltd is committed to ensuring equality of opportunity, fairness of treatment, dignity and respect, and to promoting diversity while eliminating all forms of unlawful discrimination, harassment, and victimisation. This commitment applies to all employees, job applicants, learners, contractors, and individuals who work with or on behalf of the Company.

This policy applies to all aspects of employment, recruitment, training, assessment, and the learning and working environment. The policy is shared with employees and learners and is published on the Steadfast Training Ltd website.

Steadfast Training Ltd aims to create an inclusive working and learning environment in which all individuals are able to make the best use of their skills and abilities, free from discrimination or harassment, and where decisions are based solely on merit, aptitude, and ability.

A key objective of this policy is to ensure that everyone who works for, learns with, or engages with Steadfast Training Ltd feels comfortable, confident, and valued, and is always treated with dignity and respect.

2.Policy Statement

2.1. Steadfast Training Ltd aims to ensure that no employee, job applicant, or learner receives less favourable treatment, either directly or indirectly, in recruitment, employment, training, assessment, or any other aspect of Company activity on the grounds of the following protected characteristics as defined by the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

2.2. The Company is committed to an open and transparent approach to all aspects of employment, free from discrimination, in which employees feel valued, understood, and able to discuss their needs openly.

| Version | Owner | Author | Signature | Date | Changes made | Next Review |
|---------|-------|----------------|---|----------|-----------------------|-------------|
| 7 | HR | Carole Parnell |  | Jan 2026 | Reviewed introduction | Jan 2027 |

2.3. By supporting employee wellbeing, the Company aims to create a positive workplace where all employees can thrive and reach their full potential.

2.4. Steadfast Training Ltd intends that its workforce and learners are representative of all sections of society and that every employee and learner feel respected and able to give of their best.

2.5. The Company opposes all forms of unlawful and unfair discrimination, harassment, and victimisation. The purpose of this policy is to promote equality and fairness across all employment and training activities

2.6. All employees and learners, whether full-time, part-time, or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be based solely on aptitude and ability (see Recruitment and Selection Policy No. 118).

2.7. All employees and learners will be supported and encouraged to develop their full potential. The talents and resources of the workforce and learner community will be fully utilised to maximise the effectiveness and success of the Company.

2.8. Employees and learners must not discriminate directly or indirectly, or harass customers, clients, colleagues, or others on the grounds of any protected characteristic, including in the provision of the Company's services or, in the case of learners, within their employer's workplace.

2.9. This policy operates in accordance with the Equality Act 2010 and all other relevant statutory requirements. Due regard will also be given to guidance and Codes of Practice issued by the Equality and Human Rights Commission and other relevant statutory bodies.

3. Steadfast Training Ltd's Commitment

3.1. Promoting equality within the workplace and learning environment as a matter of good management practice and sound business sense, and in compliance with all employment legislation.

3.2. Creating an environment in which individual differences and the contributions of all employees and learners are recognised and valued.

3.3. Ensuring that every employee is entitled to a working environment, and every learner to a learning environment, that promotes dignity and respect. Intimidation, bullying, harassment, sexual harassment, or

| Version | Owner | Author | Signature | Date | Changes made | Next Review |
|---------|-------|----------------|---|----------|-----------------------|-------------|
| 7 | HR | Carole Parnell |  | Jan 2026 | Reviewed introduction | Jan 2027 |

victimisation will not be tolerated (see Anti-Harassment and Bullying Policy No. 109).

3.4. Providing training, development, and progression opportunities to all employees (see Induction and Training Policy No. 119).

3.5. Ensuring that all learners have access to training and assessment appropriate to their learning programme.

3.6. Reviewing and monitoring employment practices, procedures, and training delivery to ensure fairness and equality.

3.7. Treating breaches of this policy as misconduct, which may result in disciplinary action.

3.8. Monitoring and reviewing this policy annually to ensure ongoing effectiveness and compliance.

4. Responsibilities of Management

4.1. Overall responsibility for the effective implementation, operation, and monitoring of this policy rests with the Senior Management Team and Directors.

4.2. All managers are responsible for ensuring that they, and the employees within their areas of responsibility, comply with this policy and that all reasonable and practical steps are taken to prevent discrimination.

4.3. Line managers must ensure that:

4.3.1. Employees are aware of this policy, the reasons for it, and attend relevant equality and diversity training.

4.3.2. Grievances and complaints relating to discrimination, harassment, or victimisation are handled promptly, fairly, and confidentially (see Grievance Procedure Policy No. 108).

4.3.3. Appropriate and accurate records are maintained.

5. Responsibilities of Employees and Learners

| Version | Owner | Author | Signature | Date | Changes made | Next Review |
|---------|-------|----------------|---|----------|-----------------------|-------------|
| 7 | HR | Carole Parnell |  | Jan 2026 | Reviewed introduction | Jan 2027 |

5.1. Responsibility for preventing unlawful discrimination rests with all employees and learners. The attitudes and behaviours of individuals are crucial to the successful operation of fair and inclusive practices.

5.2. All employees and learners must:

5.2.1. Comply with this policy and associated procedures.

5.2.2. Not discriminate in their day-to-day activities or encourage others to do so.

5.2.3. Not victimise, harass, or intimidate others who have, or are perceived to have, one or more protected characteristics.

5.2.4. Ensure that no individual is discriminated against because of their association with someone who has a protected characteristic.

5.2.5. Report any discriminatory behaviour or practice to their line manager or, in the case of learners, any member of Steadfast Training Ltd staff.

5.2.6. Engage with equality and diversity information during induction and throughout employment or learning programmes.

5.2.7. Participate in discussions relating to equality and diversity at relevant stages of learning programmes.

6. Related Policies

6.1. All employment and training policies have a bearing on equality of opportunity.


6.2. Company policies will be reviewed regularly to ensure that any discriminatory elements are identified and removed.

7. Grievances and Discipline

7.1. Employees have the right to raise complaints relating to discrimination or victimisation through the Company Grievance Procedure (Policy No. 108). Learners may raise concerns through the Appeals Procedure (Appeals Policy No. 202).

7.2. Discrimination, harassment, or victimisation will be treated as disciplinary offences and managed in accordance with the Company Disciplinary Procedure (Policy No. 107).

8. Monitoring and Review


| Version | Owner | Author | Signature | Date | Changes made | Next Review |
|---------|-------|----------------|---|----------|-----------------------|-------------|
| 7 | HR | Carole Parnell |  | Jan 2026 | Reviewed introduction | Jan 2027 |

8.1. Steadfast Training Ltd will monitor and evaluate the effectiveness of this policy to ensure it is translated into practice.

8.2. Monitoring may include analysis of workforce and learner data, feedback, complaints, achievement and progression outcomes, and quality assurance processes.

8.3. Where monitoring identifies under-representation, barriers to progression, or unequal outcomes, an action plan will be developed and implemented. This may include reviewing recruitment and selection processes, training delivery, assessment practices, and Company policies.

8.4. This policy will be reviewed annually, or sooner if required, to reflect changes in legislation, guidance, or organisational practice.

| Version | Owner | Author | Signature | Date | Changes made | Next Review |
|---------|-------|----------------|---|----------|-----------------------|-------------|
| 7 | HR | Carole Parnell |  | Jan 2026 | Reviewed introduction | Jan 2027 |