



Hygiene Sue Equality & Diversity Policy 2024/25

Introduction

For both moral and social purposes, and to comply with both the law and good management practice, Hygiene Sue strives to achieve a culture of excellence without exclusion, which eliminates prejudice, and discrimination of all kinds.

Policy Scope

This policy responds to legal responsibilities incorporated in the Equality Act 2010. It is an overarching policy, which takes account of all protected characteristics in law, and extends these principles to ensure equality of opportunity for any individual regardless of protected characteristics or identity.

The protected characteristics under the Equality Act 2010 are as follows:

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

Hygiene Sue believes that everyone has the right to the equality of opportunity and this policy covers all individuals regardless of social and cultural background, economic status, family and caring responsibilities. Hygiene Sue has zero tolerance of any form of discrimination, harassment or other inappropriate behaviour whether direct, indirect, by association or perception.

Hygiene Sue will challenge all behaviour that discriminates, harasses, and victimises individuals or groups of people with protected characteristics. To support the policy of zero tolerance, Hygiene Sue will ensure that equality issues are embedded into all policies, procedures and business, namely:

- Learner recruitment, selection and admission;
- Programme and curriculum development, employer responsive provision, and any other service the College offers to the community it serves;
- Teaching, learning and assessment;
- Quality assurance processes and stakeholder views;
- Procurement of goods and services, learner guidance and support;
- Marketing and publicity;
- Employment practices and conditions of service;
- Staff development and training.

Hygiene Sue will take all reasonable steps to ensure that its partnership organisations endeavour to promote equal opportunities in their workplaces.



Centre Policies and Procedures 2024/25

Policy Principles

Hygiene Sue will:

- Ensure marketing, publicity and recruitment procedures are inclusive and present positive images of all sections of the community
- Identify the needs of disadvantaged groups and work towards removing any real or perceived barriers to participation and success
- Promote maximum access to the full range of courses and other educational services for all people in the communities we serve.
- Provide clear and fair recruitment and admission to courses;
- Make reasonable adjustments to ensure equal access to teaching, learning, assessment, facilities and resources for disabled learners;
- Promote the rights and responsibilities of all learners to be treated fairly and to treat each other with respect;
- Ensure teaching, learning and assessment enables all learners to succeed;
- Promote social inclusiveness and awareness of other cultures and equip our learners to live and work in a diverse society;
- Celebrate diversity through the achievements and positive contributions of our community of learners and staff;
- Provide high quality learning support and ensure that learners are given every opportunity to discuss any learning difficulty or support need;
- Ensure all learners are supported to progress, including those on discrete supported provision;
- Ensure workplace assessment reflects Hygiene Sue's policies on equality and diversity.

Equality and Diversity Complaints Procedure and Code of Practice

Hygiene Sue will provide a supportive environment for those who make claims of discrimination, bullying or harassment. All complaints will be thoroughly investigated and appropriate solutions sought. Staff should make informal complaints through their line manager (or other appropriate manager when the complaint is in relation to the employee's line manager.)

Learners should direct complaints through their tutor, or any member of staff you feel comfortable to approach.



Centre Policies and Procedures 2024/25

Monitoring the Policy

Hygiene Sue will:

- Monitor the recruitment, retention and achievement of learners in relation to age, disability, race and sex or any other relevant criteria;
- Analyse learner satisfaction questionnaires according to age, disability, race and sex;
- Analyse complaints and grievances in relation to equality;
- Monitor the composition of the existing workforce and the recruitment process with particular reference to age, disability, race and sex.

Sue Richardson
Managing Director

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