

# HIPSTER GROUP LIMITED

## EQUALITY & DIVERSITY POLICY

# EQUALITY & DIVERSITY POLICY 2023 – 2024

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**REVIEW DATE:** JULY 2024

**LAST UPDATED:** JULY 2023

**POLICY LEADS:**

DANIEL PYNE (DIRECTOR)

07852 412 570

**This Policy is Authorised by:**

**Name:** Daniel Pyne

**Role:** Director

**Date:** 21/07/2023

**Signature:**

### INTRODUCTION

The aim of this policy is to communicate the commitment of the Hipster Group Limited's Directors to the promotion of equality of opportunity within Hipster Group Limited. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age
- Pregnancy and maternity



# HIPSTER GROUP LIMITED

## EQUALITY & DIVERSITY POLICY

Hipster Group Limited recognises the value of a safe and welcoming learning environment and strives to treat both employees and students with respect and dignity, treat them fairly with regards to all assessments, choices and procedures, and to give them encouragement to achieve their goals and full potential.

Hipster Group Limited recognises its responsibility in adopting and promoting equality of opportunity as an integral part of its work both internally within the centre and externally with schools, employers, careers, the wider community and all other colleagues and partners. The equal opportunities policy is based on the underlying principle that all who have dealings with the Company should be treated with respect through professional relationships, process of management and fair distribution of resources.

Hipster Group Limited are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us and/or work with us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training, or any other benefit will be made objectively and without unlawful discrimination. Hipster Group Limited recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our Equality & Diversity Policy will help all those who work for us and/or with us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of Hipster Group Limited.

### To Whom Does the Policy Apply?

- The Equality & Diversity Policy applies to all who work for our organisation.
- To all learners undertaking a training programme
- To all employers that already work with us or wish to work with us

### Equality Commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment where all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment, and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our Equality & Diversity Policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of Equality & Diversity Policy as misconduct which could lead to disciplinary proceedings.

### Implementation

The Directors and Centre Manager have specific responsibility for the effective implementation of this policy. Each assessor also has responsibilities, and we expect all our learners and employers to abide by the policy and help create the equality environment which is its objective. In order to implement this policy, we shall:

- Communicate the policy to employees, learners, applicants, employers, and relevant others
- Incorporate equal opportunities notices into general practices
- Ensure that adequate resources are made available to fulfil the objectives of the policy

### Monitoring and Review

We will establish appropriate information and monitoring systems to assist the effective implementation of our Equality & Diversity Policy. The effectiveness of our Equality & Diversity Policy will be reviewed regularly and action taken as and where necessary. All documentation will go through a quality assurance process to ensure equality measures have been applied and there is no discrimination.



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### Key areas of monitoring

- Policies and procedures
- Resources used in training
- Lesson plans
- Schemes of work
- Assessment planning
- Teaching practices
- Assessment and Feedback practices
- Workplace documents/poster on display
- Learner reviews
- Surveys
- Sign up process
- Work practices

### Equality & Diversity Strategy

The strategy and performance of Hipster Group Limited as an Equal opportunities employer will be evaluated and reviewed by a rigorous Quality Assurance process.

The aims of the strategy are to:

- Ensure that no learner or potential learner is disadvantaged by any actions or lack of actions by any stakeholder.
- Widen participation and create access – getting people into learning.
- Increase knowledge and understanding of equality and diversity and the Equality Act 2010
- For staff and learners to feel comfortable in reporting any breaches in equality

### Complaints

Employees/learners who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter. All complaints of discrimination will be dealt with seriously, promptly and confidentially. Every effort will be made to ensure that employers/employees/learners who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

