



Equality, Diversity, and Inclusion Policy

March 2024

Version Control

Date	Section(s) amended	Brief description	Author
01/09/16		Policy Created	HR
04/01/18		Policy Reviewed	Kay Hedges
05/04/19	Section 2	Policy Reviewed & Updated	Angela McKenna
18/06/19	Section 4		Sarah Brochocki
25/09/19	Sections 7, 9 and 10 added to policy	Policy reviewed and updated	Simon Cotton
03/01/20	1, 4, 6, 6.1, 6.2, 6.8	Policy reviewed and updated	Sarah Brochocki
29/01/21	All	Policy reviewed and updated	Elaine Bonar
26/01/22		Annual review	Joanne Shirley
31/03/23		Annual Review	Ashley Lukowska
27/11/23	EDI Commitments		
29/03/24		Annual review, to be reviewed 03/25	Verity Swan

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Introduction

The Equality, Diversity, and Inclusion (EDI) policy aligns with the overarching legal requirements of the Equality Act 2010 and is set within the context of Remit's vision, mission, values, and strategic priorities. For clarity, the related EDI definitions can be found in Appendix 1. This policy builds upon equality legislation and anti-discrimination guidance and strives, not only to comply with legal requirements, but to exemplify best practice.

Core Values

Remit is committed to supporting, developing, and promoting EDI so that everyone is treated according to their needs, difference is respected, valued, and celebrated, and no-one experiences harassment, victimisation, discrimination, or disadvantage because of their individual characteristics.

Remit is committed to advancing equality and eliminating discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, and belief (including lack of belief), sex and sexual orientation and to fostering good relations between different groups.

The company embraces diversity and proudly acknowledges that variety and difference are intrinsic to the wellbeing and future development of the business.

Every member of the Remit community has a responsibility to uphold this policy and advance EDI.

The EDI Commitment Statement:

Remit is committed to:

- Ensuring respect for equal human rights of all colleagues and learners; including potential colleagues and learners.
- Promoting equality and addressing barriers which could lead to disparate outcomes for learners or colleagues, including access to support services.
- Respecting, valuing, and celebrating the richness of diversity and individuality and deepening understanding of different perspectives.
- Identifying and opposing all forms of discrimination and promoting a harmonious working and learning environment built on dignity and respect; no form of intimidation, bullying or harassment will be tolerated.
- Providing a responsive curriculum which develops in learners the knowledge, skills, and behaviours they need to thrive in modern Britain and the global society.
- Identifying and reducing barriers to participation, learning, and progression, adjusting in accordance with identified needs wherever possible and reasonable.
- Pursuing and adopting special considerations for all learners, irrespective of characteristics, good progress, the highest possible standards, and positive progressions/destinations.

- Creating an environment in which the contributions of all colleagues are recognised and valued and in which training, development and progression opportunities are available to all colleagues.
- Addressing automotive industry imbalances in gender representation and embolden colleagues identify and respond to any concerns or improvement opportunities they see while in partner facilities.

EDI Objectives (Impact measures)

- To establish an inclusive culture, creating an environment that is free from discrimination and in which difference is respected valued and celebrated.
- To establish and maintain a diverse workforce that is reflective of modern Britain and in which colleagues feel they are treated fairly and valued.
- To recognise the needs of different members of the Remit community and wherever possible make reasonable adjustments.
- To increase engagement, participation, progress, and achievement of those currently underrepresented in Remit.
- To support individuals to gain a greater understanding of EDI and further promote inclusive practice.

Scope

This policy covers all aspects of Remit's curriculum and business functions and applies to all members of the Remit community, including colleagues, learners, clients, governors, visitors and sub-contractors and contractors.

Roles and Responsibilities

It is the responsibility of all members of the Remit community to uphold the EDI policy. Remit provides guidance and support which ensures all members of the community are equipped with the knowledge and skills to actively support and contribute to the delivery of the EDI action plan and achievement of the Equality Objectives.

In addition, several groups and individuals have specific roles and responsibilities:

The Board

- The Board has accountability for compliance with equality legislation and approving the policy, ensuring that it is aligned to the vision, mission, values, and strategic objectives.
- Promoting increased awareness of EDI and promoting the eliminating harassment, victimisation, discrimination, and disadvantage.

The Chief Executive Officer and senior managers are responsible for ensuring:

- Remit meets its legal obligations in relation to equality and takes appropriate action in the case of unlawful discrimination.
- They champion and support the implementation of the EDI policy.

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- They give due regard to EDI when developing plans, policies and procedures and ensure that all plans, policies, and procedures are screened for equality impact.
- Evaluating EDI data linked to learners and colleagues in relation to engagement, recruitment, participation, achievement, and satisfaction.
- Setting and monitoring the EDI objectives, targets, and action plan.
- Commissioning and prioritising relevant EDI training and development.
- Ensuring they effectively lead by example in treating all colleagues and learners with dignity and respect and by being fair and reasonable in their attitudes and behaviours.

The Director of Quality has operational responsibility for leading the implementation of EDI Policy and action plan.

The EDI Board is responsible for:

- Supporting Remit to fulfil its statutory duties.
- Supporting Remit to create an inclusive and diverse environment.
- Supporting the implementation of the EDI policy and action plan.
- Facilitating internal 'task and finish' groups to implement specific aspects of EDI action plan.
- Providing advice, guidance, and support on the application of this policy to stakeholders.
- Linking with appropriate equality bodies.
- Ensuring they effectively lead by example in treating all colleagues and learners with dignity and respect and by being fair and reasonable in their attitudes and behaviours.

Managers are responsible for:

- Ensuring EDI is promoted through all activities, ensuring curriculum content/resources, promotional materials and similar reflect diversity and challenge stereotypes.
- Supporting Remit to create an inclusive and diverse environment.
- Supporting the implementation of the EDI policy and action plan.
- Ensuring colleagues have a clear understanding of Remit's approach to EDI and supporting colleague development, as necessary.
- Ensuring bullying, harassment discrimination and disadvantage are effectively tackled in a timely manner.
- Ensuring they effectively lead by example in treating all colleagues and learners with dignity and respect and by being fair and reasonable in their attitudes and behaviours.

Everyone at Remit has a responsibility to give full and active support for the EDI policy by ensuring:

- They understand and implement the EDI policy.
- Their behaviour models the letter and spirit of the EDI policy.
- They promote an inclusive and collaborative ethos.
- They treat everyone with respect, courtesy, and dignity.
- They challenge behaviour that is not in accordance with the EDI policy.

- They value and celebrate the uniqueness of others.
- They participate in training and development and put the knowledge and skills gained into practice.

Policy Breaches and Complaints

Remit takes non-adherence to this policy seriously and reports of non-compliance will be investigated with the intent of resolving matters swiftly. Remit strongly encourages informal and local resolution of complaints; however, it reserves the right to utilise formal processes should circumstances require.

No member of the Remit community will be victimised because of giving truthful information about an act by a person who contravenes this policy.

Persons making allegations which are proved to be false will be dealt with in accordance with the appropriate HR procedures, as will anyone who bullies or harasses another person who they believe has made an accusation against them.

Every employee has a responsibility to assist the business in creating and maintaining a workplace free from discrimination. Employees should be aware that they too can be personally liable for a discriminatory act as well as, or instead of the Company, and may also be guilty of a criminal offence.

Engagement, Communication and Promotion

Engagement

The EDI Board is made up of volunteers that are representative of the whole organisation, including HR, Marketing, Sales, Operations and Quality. The EDI Board develops and implements an annual EDI action plan to support the implementation of the EDI policy. Colleagues from across the organisation are invited to participate in 'task and finish' groups to implement specific aspects of EDI action plan and are also invited to suggest areas for development through an EDI Forum.

Communication

This policy and the work of the EDI Board is disseminated to colleagues through Colleague Induction, training and development events, Remit Live, Summit Meetings and team meetings. The Policy is consistently available to colleagues via FUSE. Learners are made aware of the policy through the Learner Induction process and a copy is available on Learner FUSE and the website. Clients are made aware of the Policy through the Sales and Recruitment processes and are supported to ensure apprentice recruitment and selection processes promote EDI.

Promotion

EDI training forms part of the Colleague Induction Process, where the focus is understanding and applying the principles contained within the EDI Policy, and EDI is promoted through a range of other colleague training and development opportunities, such as training on supporting SEND learners. Colleagues benefit from regular EDI Board updates on Remit Live and receive EDI Board newsletters which promote equality, celebrate diversity, and contain materials for use in promoting EDI with learners.

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EDI training forms part of the Learner Induction Process, where learners are supported to understand and value difference. EDI continues to be promoted through the learner journey during group sessions and 121 visits, where learners explore different aspects of EDI and learn how to promote EDI in their workplace. Session input will often link to topics and themes promoted through the Colleague EDI newsletters.

Reporting Process

In the event you have a complaint please contact your Line Manager in the first instance. If this is not appropriate, please contact a member of the HR team. Any matter referred to a Line Manager, or the HR department will be treated seriously, confidentially and will be dealt with sensitively.

Policy Review

This policy is reviewed annually.

Signed



Position

Chief Executive Officer

Appendix 1

EDI Definitions

- Equality – refers to the elimination of unlawful and unfair direct and indirect discrimination of groups and promoting equal access, treatment and outcomes that consider specific needs of individuals.
- Diversity – encompasses visible and non-visible individual differences that includes, but is not limited to, differences protected by anti-discrimination legislation. Appreciating diversity is about valuing differences and recognising that everyone through their unique mixture of skills and experience has their own valuable contribution to make.
- Inclusion - Inclusion links with diversity and equality. It is important to understand someone's differences so that you can include them and treat them equally and fairly.

Equality Act 2010. The Protected Characteristics

The Equality Act 2010 identifies nine 'protected characteristics'.

Age

The Act protects people of all ages, however under 18s are only protected against age discrimination in relation to work, not in the 'provision of goods and services. Different treatment because of age is not unlawful discrimination if an organisation can justify it as a "proportionate means of achieving a legitimate aim".

Disability

Under the Act a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. HIV, Cancer and MS are included from the point of diagnosis.

Sex

Both men and women are protected under the Act.

Gender Reassignment

The Act provides protection for transsexual people. Gender reassignment is a personal, social, and sometimes medical process by which an individual proposes to, starts, or has completed a process to change their gender. The Act no longer requires a person to be under medical supervision to be protected, so a woman who decides to live as a man but does not undergo any medical procedures would be covered.

Marriage & Civil Partnership

The Act protects employees who are married or in a civil partnership. Single people are not protected.

Pregnancy & Maternity

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A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled after she has given birth.

Race

For the purposes of the Act race includes colour, nationality, and ethnic or national origins.

Religion or Belief

In the Act religion includes any religion and it includes a lack of religion. A religion must have a clear structure and belief system. Belief means any religious or philosophical belief (e.g. humanism) or a lack of such belief. To be protected a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.

Sexual Orientation

The Act protects bisexual, heterosexual/straight, gay, and lesbian people.

Types of Discrimination

- **Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic. An example of direct discrimination would be refusing to employ a woman because she is pregnant.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

- **Indirect discrimination** is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic (although it does not explicitly include pregnancy and maternity, which is covered by indirect sex discrimination) such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.
- **Dual discrimination** occurs when there is direct discrimination on two grounds. A person may be discriminated against because of disability and gender or because of race and disability.
- **Multiple discrimination** occurs when there is direct discrimination on the grounds of several aspects of a person's identity. For example, a black lesbian may experience racism, homophobia, and gender prejudice.
- **Harassment** is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether this effect was intended by the person responsible for the conduct.
- **Harassment based on association.** It is unlawful to discriminate against or harass any individual for association with another individual who has a protected characteristic.

- **Harassment based on a perception.** It is unlawful to discriminate against or harass any individual based on a perception that they have a particular protected characteristic when they do not, in fact, have the protected characteristic.
- **Victimisation** is defined as where an individual is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. A claim of victimisation cannot be made if the individual acted maliciously, in making or supporting a complaint which was found to be false or unjustified.
- **Failure to make reasonable adjustments** is where a physical feature or a provision, criterion or practice puts a person with disability at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the person with disability to overcome the disadvantage.