

EQUALITY, DIVERSITY & INCLUSION POLICY

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Introduction

The Dimensional Training (3DT) is fully committed to the elimination of unlawful and unfair discrimination, to employees, associates, learners or other customers (our stakeholders including services and communities) and to providing equal opportunities in employment and is committed to narrowing the achievement gap between groups of learners.

3DT is also committed to raising awareness of Equality and Diversity within our learning programmes and within the local community we work within.

3DT will not discriminate on the grounds of any of the protected characteristics. This policy also aligns with the Human Rights Act 1998, UK GDPR and the Data Protection Act 2018,

The nine Protected Characteristics defined in The Equality Act 2010 Section 4 are as follows;

1. Age

We will:

1. Not use outdated and inaccurate assumptions about a person's ability due to age

2. Disability

We will:

2. Make sure that all our services and documentation are accessible and available to people with a disability
3. Seek to maintain our Disability Confident accreditation

3. Gender Reassignment

We will:

4. Not treat people less favourably if they intend or have undergone gender reassignment
5. Treat stakeholders and employees with dignity and will address them in the gender they choose to live and recognise transgender people as of their new sex for all purposes including the work place.

4. Race

We will:

6. Provide services relevant to people's needs, which respect their cultural and social identities
7. Strive to have a representative workforce that can sensitively address the needs of our communities
8. Promote an environment that is free from racial harassment and racist behaviour.

5. Religion or belief

We will:

9. Strive to foster an environment which recognises and respects religion and belief and is free from unlawful discrimination or harassment
10. Follow best employment practices and services in ways which recognise and respect religion and belief
11. Improve the understanding of religion and belief among staff so that they can sensitively address the needs of individuals and of different faith communities.

6. Sex

We will:

12. Promote an environment which is free from harassment and sexist language and behaviour

7. Sexual Orientation

We will:

13. Apply and adapt policies and procedures to end unfair treatment and harassment of lesbians, gay men, transgender and bisexual staff and service users.

8. Marriage & Civil Partnership

We will:

14. Not discriminate against same sex partners in any matter.

9. Pregnancy & Maternity

We will:

15. Not treat a woman unfavorably because of her pregnancy, maternity leave or because she is breastfeeding in the work place.

Scope of this Policy

This policy covers bullying and harassment of and by managers, employees, associates, and anyone else engaged to work at the company, whether by direct contract with us or otherwise.

The policy covers bullying and harassment in the workplace and in any work-related setting outside the workplace (e.g. business trips, meetings, training and work-related social events). It also applies to all digital and blended learning environments, ensuring learners and staff are safeguarded from online bullying, harassment and digital exclusion.

The policy does not cover bullying or harassment by learners, other customers, suppliers, vendors or visitors and, in these cases, employees should report any such behaviour to their manager who will take appropriate action. 3DT will support this process should it arise. 3DT expects external partners and contractors to comply with this policy and will provide guidance or due diligence checks where appropriate.

3DT is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicants, employees, associates, office holders, volunteers, participants or members (together "Stakeholders") are unlawfully discriminated against because of a protected characteristic in relation to:

- Recruitment and employment of Personnel;
- Promotion of staff
- Terms and Conditions of employment
- The provision of services and acceptance of instructions;

- Selection and use of third parties or agents

The company is committed to providing equal opportunities and promoting social inclusion in employment. This means that all job applicants, trainers, learners and clients will receive equal treatment regardless of the protected characteristics.

This policy covers; Bullying, Harassment and Victimisation. Please see Glossary on page 9 - 11 for definitions.

Equal Opportunities in Employment

All measures are in place to avoid unlawful discrimination in all aspects of employment including recruitment, promotion, and opportunities for training, pay and benefits, working practices, discipline and selection for redundancy. Employees will be assessed objectively against consistent criteria, taking into account those with disability.

Obligations will be complied with in relation to statutory requests for contract variations. Reasonable adjustments will also be made to standard working practices to overcome barriers caused by disability. A training provider cannot lawfully discriminate in the selection of employees for recruitment or promotion, but may use appropriate lawful methods, including lawful positive action, to address the underrepresentation of any group identified as being underrepresented in particular types of job.

The company is committed to providing equal opportunities and promoting social inclusion in employment. This means that all job applicants, trainers, learners and clients will receive equal treatment regardless of the protected characteristics.

Teaching, Learning and Assessment

3DT will ensure that all learners experience equal access in terms of curriculum, assessment, support services and resources by ensuring that the curriculum meets learners' and employers' needs and that local and national priorities are used to review and plan the provision.

3DT will ensure that teaching, learning and assessment promote equality, diversity and inclusion and tackle discrimination, victimisation, harassment, stereotyping, radicalisation and bullying.

3DT will use teaching, learning and assessment strategies and resources that reflect and value diversity of learners' experiences and provide them with a comprehensive understanding of people and communities beyond their immediate experience as well as planning for individual needs in teaching sessions.

3DT will ensure that all learners develop the appropriate level of digital literacy skills to access the blended learning environment.

3DT will ensure that, where applicable, learners benefit from a flexible learning experience through a blended learning model to ensure all learners can participate. This includes specific actions to prevent digital exclusion and promote equitable access to online learning.

The company embraces widening participation and will provide educational opportunities for those seeking to return to study after a long period of unemployment; for individuals who have been made redundant; for those from minority and/or vulnerable groups; and for those whose personal circumstances have previously made it difficult for them to benefit from education.

3DT is committed to providing its learners with the support they need to succeed in their programme of study. This means that from admission through to completion, the company will ensure the provision is an inclusive and engaging environment where Teaching and Learning practices develop subject specific and transferable skills which supports personal development, progression to further training, volunteering or employment opportunities

Learners and Equality and Diversity Impact Measures

3DT will monitor achievement gaps data for learners and their outcomes, reviewing against local level data. Targets will be set in order to reduce any achievement gaps identified.

3DT specifically target priority learners identified by the authorities we work in and supports narrowing the gaps between these groups of learners. We work locally in some of the most deprived areas of the country to engage and support these under-represented groups of disadvantaged learners and the unemployed. We continue to work with these groups to narrow the gaps in employment and attainment levels between the city region and the national picture.

Suppliers and other people not employed by 3DT

Learners or other customers using or seeking to use goods, facilities or services provided will not be discriminate against unlawfully. Employees should report any bullying or harassment by learners, other customers, suppliers, visitors or others to their manager who will take appropriate action.

With regard to deciding whether to accept work form clients or customers, an individual's gender, sexual orientation, race, religion or belief, age, disability, marital status shall be considered as irrelevant.

Employee responsibilities

Every employee is required to assist in meeting commitments to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, training provider for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under our disciplinary procedure.

Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Commitment

This policy is intended to assist us to put this commitment into practice.

Throughout the organisation 3DT will ensure commitment of this policy by:

- Creating an inclusive environment where Employees, Learners and supported, empowered, valued, respected, fairly treated and able to achieve their full potential
- Promoting an environment free from discrimination, bullying and harassment, and taking action where such unacceptable behaviour exists
- Treating our customers, colleagues and partners fairly and with respect
- Actively identifying barriers to employment and learning and working to overcome these during Employee and Learner / Recruitment
- Actively target underrepresented groups when looking at both Employee and Learner / recruitment
- Utilising equality data to monitor the impact of our policies and procedures and inform future changes
- Promote Equality and Diversity to our partners, all stakeholders, in the local community as well as to learners, and Employees
- Supporting Learners and Apprentices by making reasonable adjustments, access Additional Learning Support or Learner Support to ensure equality of opportunity to learning / removal of learning barriers

Promotion

All employees are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy will not be tolerated and will be dealt with in line with our Disciplinary policy.

It is expected that all learners and also adhere to this policy and will be trained at induction on Equality and Diversity and this policy.

The policy is applicable to all employees, learners, clients, communities, suppliers and contractors, whether permanent or temporary. It applies to all processes relating to employment and training and to any dealings with customers and clients. Decisions relating

to customers and communities will be based on business-related criteria only and any irrelevant information will not form part of the process.

This policy will be promoted in a variety of ways:

- At Employee Recruitment stages
- Training undertaken at employee induction of both this policy and Equality and Diversity as a subject
- Staff development and Staff training, all employees must have internal Equality and Diversity training
- Guest speakers when required for staff CPD face to face sessions
- Through Team meetings and standardisation meetings
- Employee one to ones
- Staff Observations
- Information, Advice and Guidance during learner and Employer engagement
- Learner Induction
- Training for Learners and on Equality and Diversity throughout the training
- Through learning resources
- Via Learner reviews
- Through the 3DT Website
- Through Social Media
- Within classroom and remote sessions and assessments

Compliance

Compliance with this policy should ensure that employees do not commit unlawful acts of discrimination. Discrimination, whether direct or indirect in nature, will not be tolerated in any form and any allegations of the same will be treated very seriously. Any stakeholder who feels they have been discriminated against, on any of the above grounds, should follow the company's Grievance Procedure.

Striving to ensure that the work and learning environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

It is unlawful to discriminate directly or indirectly in recruitment or employment on grounds of sex, gender reassignment, pregnancy, colour, race, nationality, ethnic or national origins, sexual orientation or religion or belief, or because someone is married or is a civil partner. It is unlawful to treat someone less favourably on grounds of disability than others, without that disability, are or would be treated, unless the less favourable treatment can be justified, or to fail to make reasonable adjustments to overcome barriers to employment caused by disability. It is unlawful to discriminate unjustifiably on grounds of age in relation to employment. Discrimination after employment may be unlawful (e.g. in refusing to give a reference or in the form of reference given).

Should any of 3DT's employees or associates be found to have discriminated against any other person on one of the above grounds, disciplinary action will be taken.

It is unlawful to discriminate directly or indirectly in the provision of products or services to customers (including for 3DT learners and on grounds of sex (which may include gender reassignment), pregnancy, religion or belief, sexual orientation, colour, race, nationality, or ethnic or national origins. It is unlawful to discriminate, without justification, on grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability.

The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.

Grievances

If you consider that you may have been unlawfully discriminated against, you may use the grievance procedure to make a complaint.

The complaint will be taken seriously and measures will be taken to seek to resolve any grievances. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Use of our grievance procedure does not affect your right to make a complaint to an employment tribunal.

Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

Grievances need to be reported to **Gill Abbotts, Director, Three Dimensional Training**
gill.abbotts@3dtraining.uk.com

Monitoring and review

3DT's Directors are responsible for monitoring this policy, any issues or concerns with be raised to Company Directors. Upon review if changes are required these will be minuted along with action plans and timescales.

This policy will be monitored periodically by 3DT to judge its effectiveness and will be updated in accordance with changes in the law. In particular, we will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will review equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the training provider will implement them. We will also gather learner and staff feedback annually to inform continuous improvement in line with statutory guidance standards.

Information provided by job applicants, learners and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the General Data Protection Regulation (GDPR) 2018.

Glossary (definitions)

Inclusion: A whole-organisation approach that ensures all learners and staff—particularly those with SEND, disadvantaged backgrounds, or protected characteristics—are fully supported to participate, achieve and belong.

What is bullying and harassment?

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power which is meant to undermine, humiliate or injure the person on the receiving end.

Harassment is unwanted conduct related to sex, gender reassignment, race or ethnic or national origins, disability, sexual orientation, religion or belief, age or any other personal characteristic which:

- has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person
- is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct (e.g. if they intended their behaviour as a 'joke')

A single incident can be harassment if it is sufficiently serious and all bullying and harassment is misconduct and is a disciplinary offence. Bullying or harassment will often be gross misconduct, which can lead to dismissal without notice, and some bullying or harassment will constitute unlawful discrimination.

Serious bullying or harassment may amount to other civil or criminal offences (e.g. civil or criminal offences under the Protection from Harassment Act 1997 and criminal offences of assault).

Examples of bullying or harassment

Bullying and harassment may be misconduct which is physical, verbal or non-verbal (e.g. by letter or email - so-called "flame-mail").

Harassment by others

Applies to age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

The Equality Act 2010 makes you potentially liable for harassment of your employees by people who are not employees of your company, such as customers or clients. You may be liable when you are aware that harassment has taken place, and have not taken reasonable steps to prevent it from happening again.

What is victimisation?

Victimisation is treating someone less favourably than other people because they have, in good faith, made a complaint (whether formal or otherwise) about bullying or harassment. They may have made the complaint on behalf of themselves or have supported or given evidence for someone else.

- If a complaint is made in good faith then the complainant has the right not be victimised.
- The training provider will take appropriate action to deal with any victimisation, which may include disciplinary action.

Some types of harassment or bullying will be unlawful discrimination.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another in comparable circumstances on a prohibited ground.

Indirect discrimination

Applies to age, race, religion or belief, sex, sexual orientation, marriage & civil partnership, disability and gender reassignment. Indirect discrimination can occur when a condition, rule, policy or even a practice in the workplace that applies to everyone but particularly disadvantages people who share a protected characteristic.

Indirect discrimination can be justified if you can show that you acted reasonably in managing your business, i.e. that it is 'a proportionate means of achieving a legitimate aim'.

A *legitimate aim* might be any lawful decision you make in running your business or organisation, but if there is a discriminatory effect, the sole aim of reducing costs is likely to

be unlawful. Being proportionate really means being fair and reasonable, including showing that you've looked at 'less discriminatory' alternatives to any decision you make.

Discrimination by association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination

Already applies to age, race, religion or belief and sexual orientation, marriage & civil partnership, disability, gender reassignment and sex. This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Hate Crimes

The term "hate crime" can be defined as any crime committed against a person, a group or the property of a person or group where the motivation for the crime is hatred of, or prejudice against, their gender, sexual orientation, race, religion, non-religion, disability, or age. Hate crime may manifest itself in several ways, which may include offensive literature, damage to property, verbal abuse and threats, malicious telephone calls, threatening behaviour, offensive graffiti, sending offensive e-mails and assault.

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