

Equality, Diversity and Inclusion Policy

1.0 INTRODUCTION/PURPOSE

The following policy outlines how 2 Start Ltd manages equality and diversity within the organisation. The policy is written in the following format:

1. Introduction
2. Equality and Diversity
3. Inclusion
4. Personal Responsibility
5. Eliminating Discrimination
6. 2 Start's Commitment
7. Contravention of this Policy

2 Start Ltd is fully committed to promoting equality, diversity, and inclusion amongst its staff, learner, subcontractor and employer groups. We want 2 Start Ltd to be an inclusive virtual place in which to learn and work. We aim to create opportunities and reduce barriers for everyone, particularly under-represented groups. We are committed to making sure there is no unjustified discrimination in our processes for recruitment and selection, and all learners are assured of equality of opportunity and inclusion in learning.

Relevant members of 2 Start Ltd will ensure that the policies of our member organisations comply with the requirements of this document.

2 Start Ltd is committed to practicing and promoting equality of opportunity, widening participation and to the treatment of all individuals with fairness and respect.

2.0 EQUALITY AND DIVERSITY

2 Start enthusiastically welcomes diversity in the workplace and encourages the equal opportunity for progress and advancement of all learners and employees irrespective of race, colour, nationality, ethnic or national origin, sex, marital status, gender reassignment, sexual orientation, religion or belief, disability or age. We take seriously our responsibility to promote understanding of the value of equality and diversity to the workplace and society; and are committed to developing our learners understanding of their own responsibilities in relation to promoting tolerance and respect.

3. INCLUSION

2 Start Ltd is committed to providing an environment which supports the inclusion of all learners, including those learners that may have additional needs of a learning, personal or social nature. Learners with a significant learning difficulty or disability that hinders them from full use of resources will be supported by 2 Start Ltd or additional support agencies. Learners experiencing personal and social challenges will be supported in personal growth and, where relevant, through means of the 2 Start's Safeguarding Policy.

We will:

- help all individuals to understand their responsibilities and rights for equal opportunities through training, discussion and information
- promote equality of opportunity throughout recruitment, selection, promotion, training and development
- assess the employers with whom we work to measure their attitudes and actions to promote equality and diversity and widen participation
- promote fair and consistent practices and behaviours for learners and employees, through means of our Staff Code of Conduct and Learner Behaviour Policy
- promote equality and diversity through marketing materials and in our dealings with employers, providers and suppliers
- work toward provide facilities and services across our member network, which help individuals overcome barriers to learning and personal/social development
- investigate any issues raised by learners or employees under our complaint's procedure
- review and monitor equality, diversity and inclusion at member and employer, local and national levels
- regularly review policies to ensure that they meet our legal obligations and reflect good practice across the sector
- provide information, advice and guidance to signpost staff and learners to appropriate additional support agencies if required

All employees, learners and work placements have a personal responsibility to uphold the ideals of this policy by ensuring that their behaviour is appropriate, fair and respectful.

2 Start Ltd is dedicated to the development of members' and learners' sense of personal and social responsibility, which is reflected throughout the structure of our Apprenticeships and Quality Monitoring procedures.

5.0 ELIMINATING DISCRIMINATION

2 Start Ltd is committed to eliminating discrimination and encouraging diversity and inclusion amongst our own and our members' staff; and also, visitors to 2 Start and members' premises. Our aim is that our staff and those of our members are truly representative of all sections of society and that each employee, learner and visitor feel respected and able to contribute to the best of their ability.

2 Start Ltd strongly opposes all forms of unlawful and unfair discrimination. All staff, whether part-time, full-time or temporary, and learners and visitors to all premises, are treated fairly and with respect.

5.1 UNDER-REPRESENTED DEMOGRAPHICS

Selection for employment, promotion, training, or any other benefit, is on the basis of opportunity, aptitude and ability. All employees are helped and encouraged to develop their full potential and the talents, and all resources are fully utilised to maximize the effectiveness and efficiency of the organisation.

2 Start Ltd recognises the under-representation of women in logistics and BAME individuals in both logistics and management. Throughout the recruitment process, starting with role advertisements, we will seek to narrow these gaps in representation.

6.0 2 START LTD's COMMITMENT STATEMENT

2 Start Ltd is commitment to equality, diversity and inclusion is as follows:

- To create an environment in which individual differences and the contribution of all staff, learners and visitors are recognized and valued
- To ensure every person is welcomed into an environment which promotes dignity, respect and tolerance; with no form of intimidation, bullying or harassment being acceptable
- To ensure that training, development and progression opportunities are available to all staff
- To promote the understanding that equality in the workplace is viewed as good management practice and makes sound business sense.

7.0 CONTRAVENTION OF THIS POLICY

Failure to comply with any of the requirements of this policy is a disciplinary offence and may result in disciplinary action being taken under 2 Start's disciplinary procedure.



Signed:

Finance Director

Date reviewed: 04/01/24

Date to be reviewed: 04/01/25