

Skills4Stem Equality and Diversity Policy

Statement

Skills4Stem is committed to equal opportunities for all, regardless of gender, gender reassignment, marital status (including civil partnerships), age, physical status or any disability, racial or ethnic origin, nationality, creed or religious belief, sexual orientation, age or employment status. We oppose all forms of unlawful and unfair discrimination.

We seek to ensure implementation of our qualifications and programmes are without disadvantage to any learner that has or any group of learners that may share any of these characteristics.

Skills4Stem is committed to eliminating discrimination and encouraging diversity across our workforce and client base. Our aim is that our workforce and learner base will be truly representative of all sections of society and that each employee or learner feels respected and able to give of their best.

All employees, whether part-time, full time or temporary, will be treated fairly and with respect. All learners, clients and contractors will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

The Skills4Stem Commitment

- To create an environment in which individual differences and the contributions of all our employees are recognised and valued.
- Every employee and every learner is entitled to a working and learning environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all employees and contracted trainers.
- Equality in the workplace is good management practice and makes sound business sense.
- We will regularly review all our employment practices and procedures to ensure fairness.
- Skills4Stem expects its employees and contractors to abide by its commitment to Equality and Diversity at all times.
- Breaches of our equality and diversity policy will not be tolerated. Breaches will be regarded as misconduct and could result in disciplinary proceedings for employees and termination of contract for contractors.
- A key element of Skills4Stem activity is redressing the gender balance in the STEM (Science, Technology, and Engineering & Maths) sector. Skills4Stem courses, activities and qualifications are open to all,

regardless of gender. Skills4Stem courses and conferences will discuss and address discrimination faced by individuals across STEM, providing a safe and supportive environment for participants to do so.

- This policy is fully supported by Skills4Stem senior management.
- This policy will be monitored and reviewed annually.

Policy Application

The Skills4Stem Equality and Diversity Policy extends beyond employment and internal matters and covers all activities in relation to learners and clients.

Internal Monitoring

Skills4Stem collects and collates all learner and client data – including conferences and courses, complying with Data Protection Laws and the Skills4Stem Data Protection Policy.

Dissemination

Skills4Stem Policies are made available to all clients. Internal and External Policies are disseminated to staff as part of role induction process and will be made available on the Company website, accessible at all times. Learners receive notification of Skills4Stem policies on entry to courses. Trainers/contractors commissioned by Skills4Stem are given copies of all policies as part of the contract process.

Review

Skills4Stem policies are reviewed on an annual basis or if there is a change in the law, whichever is sooner.

The Skills4Stem Senior Management Team are responsible for the annual and timely review of all internal and external policies. A full internal review takes place every January and is led by the Managing Director.

Policies, changes in relevant law and any issues requiring review are routinely addressed at Management Team monthly meetings.

All issues pertaining to this policy are kept on record and stored within the company documentation records.

Complaints or appeals are dealt with according to company practice and employment law.

Access to learning facilities

Skills4Stem will only work with premises which are fully DDA compliant.

Skills4Stem takes the range of learners needs into consideration when developing all activities and courses. Learner's needs are established in advance of activities commencing where possible and catered for as appropriate.