



Skillwise Training Equal Opportunity Policy

Title	Date	Who
Origin date	November 2017	Lee Croucher
Reviewed	November 2020	Lee Croucher
Last Review	November 2022	Lee Croucher
Next Review	November 2023	Lee Croucher

Policy Statement

- In the recruitment, selection, development and evaluation of associates the only considerations will be that the individual meets, or is likely to meet the requirements of their customers in providing the service for which they are to be contracted, have been contracted or may be contracted.
- Our associates' customers include fellow associates, our external or paying customers and clients, the users of our services and other people assisting in the delivery of our services or who have become involved in the delivery of our services.
- We consider that each individual is different from any other in terms of their experience, capabilities, expertise, knowledge, emotions, intelligence (IQ and EQ), behaviours and expectations and we endeavour to treat each person as a unique individual.
- No person will be discriminated against on the basis of their gender, sexual orientation, race, colour, ethnic origin, nationality (within current legislation), disability, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics other than when the safety and well-being of any individual is concerned.
- We are committed to working in such a way that the rights and dignity of all people are respected, and which is free from prejudice, intimidation and all forms of harassment including bullying and is as free from discrimination as we can reasonably make it.
- We respect the religious beliefs of all individuals.
- We do not tolerate any racial, sexual, physical, mental harassment or bullying in our work environments, or at functions connected with our work.
- We believe there are benefits in having a diverse associateship and we value people for their individuality and their contribution to this organisation.
- We are committed to the training and continual development of our employees to ensure this policy is implemented fully
- Skillwise will follow this policy when recruiting for and delivering with our apprentices; ensuring we work with our employers and apprentices when in-training and reviewing progress

What are equal opportunities?

In providing an opportunity, factors such as gender, marital status, ethnic origin, race, religion, colour, nationality, and disability should not be taken into account for the purposes of:

- Associate recruitment and selection, appointment, development, performance evaluation, discipline, etc.
- The delivery of service for and on behalf of our clients excluding where the safety and well-being of any individual is concerned (e.g. in assessing the suitability of an activity for a person with a physical, mental or emotional disability).

Responsibilities

All associates have a strict obligation to:

- Respect and act in accordance with this policy.
- Treat fellow staff members with respect and dignity.
- Ensure that their own behaviour does not cause offence or distress.
- Report any incident or behaviour that contravenes this policy and not indirectly support unfair treatment by ignoring what is happening around them.

For further information on this or other policies please contact a member of the Senior Management Team.