



Equality and Diversity Policy

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2020 Safety Training Ltd (*further referred to as, 2020 STL*), is a progressive training organisation providing awarding body and bespoke training and qualifications, to a

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range of organisations. We provide a range of health and safety, technical, consultancy services and education and training, delivering and assessing qualifications against the awarding bodies specified criteria.

At 2020 STL, we are committed to providing high quality training and qualifications, and to ensuring that equality of opportunity underpins all aspects of our work.

This policy relates to our commitment to equality and diversity in all aspects of our work.

Additionally, it is important that all appeals/complaints are raised directly with 2020 STL.

Our equality and diversity policy statement is set out below.

Policy Statement:

2020 STL recognises its responsibility to eliminate unlawful discrimination, challenge anti discriminatory practice, promote equality of opportunity and diversity in all aspects of its activities: as an employer and a provider of training and consultancy services.

2020 STL is committed to promoting equal opportunity and to adopting proactive measures to address unlawful discrimination in the execution of its services.

2020 STL will ensure that equality of opportunity is prominent throughout our work; in making policy, managing the business, service delivery i.e. training, consultancy and assessment, in complying with current UK regulations, and in our employment practice.

2020 STL will provide a working environment that is free from any form of harassment, intimidation, victimisation or discrimination on the grounds of; nationality, race, colour, gender, sexual orientation, identity, ethnic or national origin, disability, marital status, gender reassignment, pregnancy, status or home responsibility, HIV or AIDS status, age, work status (part-time or fixed term), religious or philosophical belief and socio-economic background. All individuals will be treated with dignity and respect and valued for who they are and for their contribution.

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All 2020 STL directors and staff are responsible for ensuring that the Equality and Diversity Policy is put into practice and that they have due regards to the need to:

1. challenge all forms of discrimination.
2. eliminate unlawful discrimination.
3. promote equality of opportunity.

2020 STL will review its Equality and Diversity Policy annually with a thorough review completed every three years. The following opportunities are taken to invite feedback from staff, clients and students:

- Recruitment and Selection
- Initial Assessment
- Induction
- Assessment and Planning
- Learner Reviews
- Internal Verification
- External Verification
- Examinations
- Exit Interviews

This feedback will be included in the annual review of our policies.

Scope of Policy

2020 STL will adhere to all relevant Statutory Legislation and the Code of Practice as per Appendix 1

In accordance with its commitment to equal opportunities, 2020 STL will ensure that positive steps are taken to identify and combat all forms of discrimination so that no potential or existing members of staff, clients or students are discriminated against from any of the four main types of discrimination – Direct discrimination, Indirect discrimination, Harassment and Victimisation.

Direct discrimination is treating one person less favourably than others because of, for example, their race, gender, sexuality or disability (a fuller list has been provided above).

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Indirect discrimination is creating a condition, term of employment or requirement of service delivery which cannot be justified and which, in practice, prevents people from certain groups from receiving a service.

2020 STL will not tolerate any form of harassment when offensive or intimidating behaviour, or encouraging or allowing other people to do so, aims to humiliate, undermine or injure its target, causing any physical or mental harm.

2020 STL will not tolerate any form of Victimisation, which means treating somebody less favourably than others because they tried to make a discrimination complaint. 2020 STL will ensure that we comply with the Public Interest Disclosure Act 1998, to ensure that all relevant protection is afforded to all relevant parties. This legislation is:

“An Act to protect individuals who make certain disclosures of information in the public interest; to allow such individuals to bring action in respect of victimisation and for connected purposes”

2020 STL recognises that the implementation of the Equal Opportunity Policy is vital to its development and continuing success, and the Directors will take full and frank responsibility for ensuring effective implementation of the policy and code of practice.

We will ensure that all individuals and organisations which provide services for or on behalf of 2020 STL, are aware of and fully comply with our commitment to equality of opportunity.

2020 STL will investigate any alleged breach of this policy by Directors, staff, clients or students. If the allegation is upheld, action will be taken which could result in disciplinary proceedings against the Directors, staff, clients or students, as detailed in our Maladministration and Malpractice Policy.

Aims of the Policy

- To comply with the general and specific duties of all UK Equal Opportunities Legislation.
- To fulfil our statutory obligation to raise awareness of the policy to all staff, clients and students.

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- To ensure that all potential, new and existing staff, clients and students are informed of the policy and its implication. All students will be issued with a link to the policy during the registration process, all job applicants will receive the policy at the final stages of an employment process.
- To ensure that all students have access to a fair and well managed examination and assessment process, in accordance with both 2020 STL and Qualifications framework guidelines for Maladministration and Malpractice.

Publishing Arrangements

2020 STL will ensure the policy statement is available and distributed throughout our business, primarily available on our website footer, in a variety of media, including but not limited to, PDF copies issued at registration or uploaded onto E-Portfolio systems, the policy will be available in hard copy format at any of our training centres and offices if requested.

Organisation, Consultation and Participation

As the employers, 2020 STL Directors have the ultimate responsibility for ensuring compliance with Equal Opportunity Legislation.

The Directors shall carry out an annual review of the policies that are in use, ensuring the policies are up to date, reflect current good practice and legislation. We will consult as widely as possible with all stakeholders i.e. staff, training centres, students and any other relevant parties.

Equal Opportunities: Functional Responsibilities

The Directors are responsible for:

1. personnel related policies and strategies.
2. developing and delivering a programme of (or arranging delivery of) staff development in all aspects of diversity and equality of opportunity matters.
3. advising and supporting staff to identify and disseminate good equal opportunity practice, particularly in relation to equal treatment in all aspects of the staff and client and student experience.

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4. ensuring that all HR policies and procedures meet legal and ethical standards in relation to equal opportunity.
5. advising staff on procedures in relation to the 2020 STL Equality and Diversity Policy.

Making an Equal Opportunities Complaint

An employee or service user who feels they have not been fairly treated within the scope of this policy should raise the matter through 2020 STL ***Appeals and Complaints Policy 2020STL-004***.

Dealing with discrimination and harassment as a Training Provider

As a Training Provider, 2020 STL complies with anti-discrimination and human rights legislation and promotes the wellbeing of candidates. We actively seek to eliminate all forms of discrimination and harassment – whether towards candidates or staff. We will use the following model for challenging discrimination:

- Recognising individualism and value difference.
- Breaking down stereotypes.
- Challenging discrimination.
- Role modelling appropriate behaviour.

In general, this is dealt with through our own disciplinary policy, but in all circumstances, the safety, well-being and support needs of the victim are our first priority.

2020 STL will comply with its legal responsibility to make a written record of any racist incident which takes place on our premises or any satellite office. Any instance reported or witnessed is to be communicated with the company directors via email as soon as is practicable.

Certain racist incidents may constitute criminal offences under relevant UK equality legislation and applicable criminal law in Scotland, including offences aggravated by prejudice under the Crime & Disorder Act 1998 and the Equality Act 2010 for the wider UK. These include:

- i) Racially aggravated assaults, including common assault, actual bodily harm, grievous bodily harm and wounding.

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ii) Racially aggravated criminal damage, including racist graffiti, damage to property and arson (lighting fires).

iii) Racially aggravated public order/harassment, including engaging in behaviour which causes (or is likely to cause) harassment, distress or fear of violence.

The Police, not 2020 STL is responsible for investigating and dealing with any racist incidents where criminal offences may have been committed. Where a racist incident may constitute a criminal offence, the matter will be reported to the police as appropriate, or where requested by the victim.

2020 STL will also report the incident to the police if asked to do so by the victim. In addition to the general principles for dealing with discrimination or harassment, 2020 STL will adhere to the specific rules which exist for dealing with sexual harassment and discrimination. If the perpetrator is an employee of 2020 STL or other professionals in a position of authority, then this will normally be either a criminal matter (in which case it should be referred to the Police) or a disciplinary offence which will be internally investigated.

APPENDIX 1

The relevant Acts of Parliament relating to equal opportunities policy are:

- Rehabilitation of Offenders Act 1974.
- The Public Order Act 1986.
- Employment Act 1989.
- Human Rights Act 1998.
- The Public Interest Disclosure Act 1998.
- Protection from Harassment Act 1997.
- Part Time Worker Regulations 2000.
- ~~The Race Relations (Amendment) Act 2000.*~~
- The Gender Recognition Act 2004.
- Racial and Religious Hatred Act 2006.
- Equality Act 2010

In addition, 2020 STL will comply with the following codes of practice relating to equal opportunities; including guidance available from:

- Equality and Human Rights Commission

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- ~~Disability Rights Commission.~~ *
- ACAS: Advisory Conciliation and Arbitration Service.
- Equality Act Codes of Practice

**Repealed by Equality Act 2010.*

Review frequency: Bi-annual

Lead Officer: Training and Quality Director

Senior Manager Responsible: Operations Manager