



## Equality, Diversity & Inclusion Policy

<b>Distribution</b>	All staff		
<b>Reference Number</b>	EDI	<b>Version</b>	1.1
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### DOCUMENT CONTROL

<b>Version</b>	<b>Name</b>	<b>Comment</b>	<b>Date</b>
1.0	Alison Dann	Replaced E&D policy and updated with EDI policy and statement to adhere to legislation and outline the groups 4 key principles for EDI.	30.09.2024
1.1	Ben Waite	Additional information on initial reporting of any perceived issues	30.09.2025

## **Policy Statement**

For the purpose of clarity, the term "B2W" refers to the family of B2W Group organisations – Back to Work Complete Training, Just IT, BePro and ECTA.

### **Purpose**

The policy outlines B2W commitments to Equality, Diversity, and Inclusion underpinned by four clear principles. They also relate to learning difficulty and socio-economic status.

### **B2W Groups 4 Key Principles for EDI**

#### **Principle 1**

- To promote a culture of inclusion and respect: upholding the rights of individuals and groups to hold their own values and views, whilst ensuring these rights are not presented in a way that intimidates, degrades, or impacts negatively on the rights of others.

#### **Principle 2**

- To value the differences between us and actively celebrate the diverse backgrounds of learners and staff.

#### **Principle 3**

- To challenge expressions of prejudice and seek to rectify any discriminatory practices or behaviour.

#### **Principle 4**

- To ensure that we meet our legal obligations, we will refer to areas outlined in the, outlined in the Equality Act 2010. Although not automatically covered by the Public Sector Equality Duty (PED) as a provider of education, B2W will adopt the non-statutory guidance on the PED which was published in December 2023.

#### **These Principles relate to, but are not limited to, the protected characteristics of:**

- age,
- disability,
- sexual orientation,
- gender,
- gender identification,
- race,
- religion or belief,
- marriage or civil partnership status
- pregnancy or maternity.

## **Equality, Diversity, and Inclusion Statement in practice:**

### **Principle 1**

#### **To promote a culture of inclusion and respect we will:**

- Ensure that staff, learners, visitors, and other relevant stakeholders are informed overtly about our commitment to Equality, Diversity and Inclusion and our expectations with regard to respecting others.
- Ensure that staff and learners are encouraged to play an active role in instilling a culture of respect and promoting Equality, Diversity, and Inclusion issues.
- Seek to encourage applications from prospective learners, staff and governors that will foster diversity.

  

- Ensure that all B2W policies and documentation are inclusive with regard to accessibility (i.e. they will be made available in different formats to suit particular needs, on request).
- Ensure that our environment signifies that everyone who shares our commitment to equality, diversity and inclusion is welcome at B2W group.

### **Principle 2**

#### **To value the differences between us and actively celebrate the diverse backgrounds of our B2W community we will:**

- Ensure that all our providers in the B2W group are inclusive, advancing equality of opportunity. We will work systematically to challenge potential differences in outcome for different groups. We will provide an environment where staff, learners and visitors will want to learn, work and visit, regardless of who they are.
- Monitor our provision with the aim of continuously improving equality of opportunity.
- Ensure an inclusive and accessible approach to the recruitment and professional development of staff. This includes any support needed by staff when advances in technology require changes to the way that people work.
- Ensure an inclusive approach to the recruitment and enrolment of learners and their academic progress.
- Devise the annual Safeguarding and EDI Self-Assessment Report as a vehicle to review and identify actions in relation to EDI, including review of our equality objectives.
- Seek ways to celebrate the diverse nature of the B2W group through events, staff CPD, positively promoting diversity whether online or through displays in offices.
- Invite learners and staff to set up groups and/or to share information relating to protected characteristics in order to enrich understanding within the B2W Group.
- Ensure that learners, staff, and visitors that might require special provision in relation to their protected characteristics, either regularly or on specific occasions, are supported in their needs, as far as is within our capabilities to do so.

### **Principle 3**

#### **To challenge expressions of prejudice and seek to rectify any discriminatory practices or behaviour we will:**

- Actively challenge discriminatory and/or prejudicial behaviour by learners or staff. B2W will always investigate incidents, be they onsite or online.
- Seek legal advice and take legal action where appropriate, though, if possible, issues will be resolved in an informal manner.

- Work to build a culture where staff and learners feel comfortable to report incidents and we will ensure that staff and learners are clear who to approach if they feel an issue of discrimination or prejudice has occurred, be it in relation to themselves or third parties.
- Ensure that, in a situation where complaints are made that staff, learners and other relevant stakeholders are treated with respect and kindness; be they the complainants or the accused. As part of this we will maintain confidentiality wherever possible.
- Preview new policies/procedures to check for any potential discriminatory components and we will consult with stakeholders with relevant declared protected characteristics, as appropriate.
- Require employees to raise any discrimination issues they experience with their line manager in confidence. If the employee does not feel that this is appropriate, then they must approach their area Director. [hr@b2wgroup.com](mailto:hr@b2wgroup.com) may also be used to raise concerns in the first instance.

#### **Principle 4**

##### **To ensure we meet our legal obligations we will:**

- Meet all of our obligations under The Equality Act, 2010.
- Ensure that the Board of Trustees understands the B2WS's legal obligations.
- The Board, in partnership with staff, learners, monitors the group in terms of its compliance to legal duties.
- Ensure that the Group CEO, with support from the Board, gives a consistent lead on all Equality, Diversity, and Inclusion issues, making sure that the Policy and the law are followed by all relevant stakeholders, including staff and learners.
- Regularly review performance regarding legal obligations (in part through the SAR process) and amend the Equality, Diversity and Inclusion Policy and review the supporting documents whenever there are changes to the law, or, at the minimum, every three years.
- Ensure all staff receive Equality, Diversity, and Inclusion training as appropriate to meeting their professional and legal obligations.
- Ensure that we challenge expressions of prejudice and seek to rectify any discriminatory practices or behaviour (see Principle 3).

#### **B2W Relevant Policies and Procedures**

- Safeguarding Procedure
- Anti-Bullying Policy
- Staff behaviour Policy
- Learner Disciplinary Policy
- Staff Disciplinary Policy