



Equality & Diversity Policy

1. Introduction

We are committed to providing an environment that is free from bullying, discrimination, harassment or victimisation, where all members of staff, learners and other external stakeholders are treated equally with respect and dignity.

The company also aims to create a culture of diversity by providing a dynamic working and learning environment where everyone is valued for their contribution and individuality.

We are committed to providing equal opportunity for all staff, learners and other stakeholders irrespective of their age, disability, ethnicity (including race, colour or nationality), gender (including gender re-assignment, marital status, pregnancy or maternity), religion or belief, sexual orientation (including civil partnership status), educational background or trade union membership.

Disability for the purposes of this policy, according to the Equality Act 2010 (The Act), is defined as limitations going beyond the normal difference in ability which may exist among people. The impairments which give rise to the disability, must meet the statutory requirements as set out in the Act (section 6 and schedule 1) and must have a long-term, substantial adverse effect on a person's day to day activities.

Policy objective:

The objective of this policy is to ensure that all members of staff both current and prospective, learners both current and prospective and all other external stakeholders are selected, promoted or otherwise treated solely based on the relevant aptitudes, skills and abilities they possess.

The policy also confirms our commitment to promoting and implementing opportunity in learning. We aim in all our learning programmes to offer an inclusive learning environment that encourages a diverse student population.

Despite that strong commitment, our policy does not blind us to the needs of any specific group. We do whatever we can to accommodate the requirements of different religions, cultures, and domestic responsibilities. For example, we recognise the importance of respecting the religious, racial and gender-specific clothing requirements of individuals, and the needs of staff with disabilities.

2. Scope

This policy is applicable to all members of staff both permanent, temporary and associate, learners and all other external stakeholders of the company. The principles of non-discrimination and equality of opportunity also applies to:

- The way in which members of staff (both permanent and associate) should treat each other.

- The way learners interact with each other and with facilitators and assessors in the online environment, online and physical workshops as well as examinations where applicable.
- The way in which facilitators and assessors treat learners in providing guidance as well as grading and assessing any work submitted as evidence for assessments.
- The way in which staff and learners treat all external stakeholders such as sub-contractors, service providers, suppliers and any other persons associated with the services provided by DPG plc.

3. Policy Statement

3.1 In applying this policy, DPG plc. will comply with its obligations and have due regard to its duties under the Equality Act 2010 and to the protected characteristics specified within it.

3.2 DPG plc. is committed to equality and valuing the diversity of all members of staff, learners, job applicants, visitors and all other external stakeholders of the company. DPG plc. will treat everyone fairly and equitably regardless of their race, colour, ethnic or national origin, gender, gender identity, sexual orientation, age, religious or political beliefs, disability, marital status, pregnancy or maternity, family responsibility and socio-economic standing, membership of professional associations or trade unions, or any other category where discrimination cannot be reasonably justified as determined legislation.

3.3 The company will work to foster an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff, learners and other external stakeholders are respected.

3.4 DPG plc. embraces diversity among its staff, learners and other stakeholders and seeks to achieve equity in the experience, progression and achievement of all learners and staff through the implementation of transparent policies, practices and procedures and the provision of effective support.

3.5 With regards to learners, DPG plc. seeks to attract learners on to its programmes of study from a diverse range of applicants regardless of their background. Decisions to enrol learners will be made solely based on their individual merits and the application of the selection criteria appropriate to the relevant programme of study.

3.6 During the learner's journey with DPG plc., all submitted assessments and examinations will be graded solely based on the applicable intended learning outcomes and any standards as set by the Awarding Organisation. Learners who request help from facilitators will be treated equally and fairly based on their individual learning needs and requirements.

3.7 Learners who require additional support or have special education needs will be treated based on their unique circumstances or disabilities as the case may be.

3.8 In respect of staff, DPG plc. will ensure that entry into employment and progression within the company are determined solely by criteria related to the roles and responsibilities of that role and the relevant salary scale.

3.9 All business dealings carried out with external partners or stakeholders will be done solely based on professional merit and the quality and value of the services offered.

3.10 DPG plc. expects all members of staff, permanent, temporary and associates, to treat each other and all external stakeholders including learners, with respect, courtesy and consideration and does not tolerate any form of bullying or harassment.

4. Commitments

Bullying, victimisation or harassment of any individual will not be tolerated. Any allegations of such behaviour will be investigated and disciplined if found to be legitimate.

To ensure that the principles of this policy are applied DPG plc. will:

- Ensure staff and learners know where to access information and support regarding equality and diversity.
- Seek to embed equality in all its activities.

5. Roles and Responsibilities

5.1 The senior management of DPG plc. has overall responsibility for ensuring that we operate within a framework of equal opportunity and diversity.

5.2 All members of staff and external stakeholders which includes learners, have rights and responsibilities in relation to the promotion of equality, and must ensure that their behaviour and actions do not discriminate unlawfully, and they are not harassing or bullying others.

5.3 Members of staff who have concerns about unlawful discrimination or any form of harassment must report it immediately to their line manager, who will then involve the appropriate Senior Manager and CEO and investigations into the allegations will begin.

5.4 Line Managers have a responsibility to:

- Ensure that discrimination or bullying are not tolerated, and all claims are thoroughly investigated, and the disciplinary process is effectively implemented
- Ensure that they are not carrying out or requesting to be carried out tasks which may be deemed to be discriminatory
- Ensure they are leading by example ensuring that all procedures are carried out in a non-discriminatory manner including recruitment and selection, selection for training, and performance management.

5.5 Learners who have concerns about unlawful discrimination or any form of harassment from either their facilitators or fellow learners must immediately report to the Quality Manager relevant to their area of study, for further investigation.

5.6 Members of staff both permanent, temporary or associate, with a responsibility for teaching and support of our learners have a responsibility to identify, value and respond appropriately to varying needs and perspectives.

5.7 The Learning Design team and all involved in the development of the curriculum and online learning platform and materials must ensure that materials used to deliver all our programmes are accessible to a diverse range of learners and adjusted to meet specific needs. The materials must be free from sexist, racist and other discriminatory assumptions, images and languages unless they are being studied as examples of such.

6. Document Control Information

Owner: Sarah Aubrey

Approval Date: November 2018

Date of Last review: November 2019