Equal Opportunities Policy

Effective Date: March 2025
Review Date: December 2027

Achieve UK Training Ltd
95 Grove Lane, Handsworth,
Birmingham, B21 9HF
Phone: 0121 454 2525
Mobile: 07941015599
Email: contact@achieveuktraining.com
Website: www.achieveuktraining.com

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1. Purpose
Achieve UK Training Ltd is committed to promoting equality, diversity, and inclusion in all aspects of its operations. This policy ensures that all individuals receive fair and equal treatment, free from discrimination, harassment, or victimization.

2. Scope
This policy applies to all employees, contractors, learners, and stakeholders associated with Achieve UK Training Ltd.

3. Commitment to Equality
Achieve UK Training Ltd strives to:

- Provide a working and learning environment free from discrimination.
- Promote diversity by encouraging the participation of underrepresented groups.
- Ensure all employment and training opportunities are accessible to everyone.

4. Protected Characteristics
We do not tolerate discrimination based on:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

5. Responsibilities

- **Management**: Ensure compliance with this policy and take immediate action against discrimination.
- **Employees and Contractors**: Treat all colleagues and learners with dignity and respect.
- **Learners and Stakeholders**: Adhere to our equality principles while engaging with our services.

6. Reporting Discrimination or Harassment
Anyone who experiences or witnesses discrimination should report it through one of the following channels:

- **In Person**: Speak to a manager or supervisor.
- **By Phone**: Call 0121 454 2525 or 07941015599.
- **By Email**: Contact us at contact@achieveuktraining.com.
- **By Post**: Submit a written complaint to our office address.

7. Investigation and Resolution

1. **Acknowledgment**: Complaints will be acknowledged within **5 working days**.
2. **Investigation**: A formal investigation will take place within **10 working days**.
3. **Outcome and Resolution**: Appropriate actions will be taken within **15 working days**.
4. **Appeal Process**: If the complainant is not satisfied, they may appeal in writing within **10 working days**.

8. Consequences of Non-Compliance
Any individual found to be in breach of this policy may face disciplinary action, including termination of employment or exclusion from training programs.

9. Review and Amendments
This policy is reviewed annually and updated as necessary to reflect changes in equality legislation.

For any further queries, please contact us at contact@achieveuktraining.com or visit www.achieveuktraining.com.

Approved by:
Manav Arora
Director and Head
01 March 2025