Equality and Diversity 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 fostering an inclusive and diverse environment where all individuals are treated with dignity and respect. This policy outlines our dedication to promoting equality and preventing discrimination in the workplace and learning environment.

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

3. Commitment to Equality and Diversity
We are dedicated to:

- Ensuring fair treatment for all, regardless of background.
- Promoting a culture of inclusion and respect.
- Encouraging diverse perspectives and equal opportunities.
- Preventing all forms of discrimination, harassment, and victimization.

4. Protected Characteristics
Achieve UK Training Ltd strictly prohibits discrimination based on:

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

5. Responsibilities

- **Management**: Implement and enforce this policy, ensuring a discrimination-free environment.
- **Employees and Contractors**: Treat everyone with fairness, respect, and inclusion.
- **Learners and Stakeholders**: Uphold equality and diversity values while engaging with our services.

6. Reporting Discrimination or Harassment
Individuals who experience or witness 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 in violation of this policy may face disciplinary action, including termination of employment or exclusion from training programs.

9. Training and Awareness
We provide training on equality and diversity to all staff and learners to promote an inclusive culture.

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