

Equality and Diversity Policy Statement

June 2024

Introduction

The Spark Group was established to help ALL individuals and businesses discover their talents and dreams. We believe that everyone has a right to become the best version of themselves and we are committed to promoting equality and diversity in all aspects of our business. We believe that everyone should be treated with respect, fairness, and dignity, regardless of their age, disability, gender, gender identity, race, religion, sexual orientation, or any other protected characteristic.

This policy sets out our commitment to equality and diversity and provides guidelines for employees, clients, and other stakeholders to ensure that these principles are upheld in all our operations.

Policy Statement

We strive to create an inclusive and welcoming environment where diversity is celebrated, and everyone has an equal opportunity to participate in and benefit from our training programs. We are committed to:

- a. **Eliminating discrimination:** We will not tolerate any form of discrimination, harassment, or victimisation in our training business, whether directed at employees, clients, or any other individual involved in our operations.

- b. **Promoting equality of opportunity:** We will provide fair and equal opportunities for all individuals, ensuring that no one is disadvantaged or excluded based on their protected characteristics.

- c. **Valuing diversity:** We recognize the value that diversity brings to our organisation and actively seek to create an inclusive and diverse workforce. We encourage the participation and contributions of individuals from all backgrounds and identities.

- d. **Complying with legal requirements:** We will comply with all relevant UK laws and regulations pertaining to equality, diversity, and non-discrimination.

Responsibilities

a. Management: The management team is responsible for implementing and promoting this policy throughout the organisation. They will ensure that employees understand their rights and responsibilities and provide the necessary support to uphold the principles of equality and diversity.

b. Employees: All employees have a responsibility to treat colleagues, clients, and stakeholders with respect and dignity, embracing and promoting equality and diversity in their day-to-day activities. As such they must report any concerns, incidents, or breaches of this policy.

Implementation

a. Recruitment and selection: We will ensure that our recruitment and selection processes are fair, transparent, and free from discrimination. We will assess candidates solely on their skills, qualifications, and abilities relevant to the role.

b. Training and development: We will provide training and development opportunities to enhance employees' understanding of equality and diversity issues and encourage the application of inclusive practices.

c. Harassment and bullying: We will not tolerate harassment or bullying in any form. We will investigate all complaints promptly, taking appropriate action to address any issues identified.

d. Reasonable adjustments: We will make reasonable adjustments to accommodate the needs of employees and clients with disabilities, ensuring they can fully participate in our training programs.

e. Monitoring and review: We will regularly review and monitor our policies and procedures to ensure they are effective and compliant with legal requirements. We will also collect and analyse data to measure our progress in promoting equality and diversity.

Reporting and Complaints

Any employee, client, or stakeholder who believes they have been subjected to discrimination, harassment, or victimisation or who has witnessed any breach of this policy should report the matter immediately to their line manager or the designated Equality and Diversity Officer. All complaints will be treated confidentially and will be investigated promptly and fairly.

Communication and Awareness

We will communicate this policy to all employees, clients, and stakeholders, making it easily accessible and available on our website. We will also provide training and awareness programs to ensure that everyone understands their responsibilities and the importance of equality and diversity in our training business.

Review

This policy will be reviewed regularly to ensure its continued relevance and effectiveness. Any necessary updates will be made to reflect changes in legislation or best practices.

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