

# Equality and Diversity Policy



**The Spark Group**

## Introduction

At The Spark Group, we believe that everyone has the right to discover their talents and achieve their full potential. We are committed to promoting equality, diversity and inclusion in every part of our business, ensuring that all individuals are treated with respect, fairness and dignity.

This policy outlines our commitment to eliminating discrimination, celebrating equality and ensuring fair and equal opportunities for all.

## Protected Characteristics

We fully uphold the Equality Act 2010, which protects individuals against discrimination on the basis of:

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

## Scope

This policy applies to:

- All employees;
- All sub-contractors;
- All contractors;
- All volunteers;
- All learners;
- All activities conducted onsite, online, during placements, trips or off-site events

## Policy Statement

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

**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.

**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.

**Valuing diversity:** We recognise 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.

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

## **Responsibilities**

### **Management:**

- Lead by example in promoting equality and diversity;
- Ensure all employees understand this policy and receive appropriate training;
- Take prompt and fair action to address any breaches

### **Employees:**

- Treat everyone with dignity and respect;
- Promote an inclusive and supportive environment;
- Report concerns or breaches promptly

### **Learners and other stakeholders**

- Show respect and inclusivity towards employees and peers;
- Report any concern or issues you experience or witness

## **Implementation Areas**

### **Recruitment and selection:**

- Ensure fair, transparent, non-discriminatory processes;
- Assess candidates based on skills, experience, and qualifications relevant to the role

### **Training and development:**

- Provide regular training to increase understanding of equality, diversity, and inclusive practice

### **Learning environment:**

- Make reasonable adjustments to accommodate learners and employees with disabilities and needs;
- Embed equality and diversity principles into our programmes, materials and delivery

### **Bullying, Harassment and Victimisation:**

- Maintain a zero-tolerance approach to harassment or bullying in any form;
- Investigate complaints promptly, fairly and confidentially

### **Reporting and Complaints**

Anyone who believes they have experienced or witnessed discrimination, harassment, or unfair treatment should report the matter promptly to:

- Line manager (for employees);
- Tutor or Designated Safeguarding Lead (for learners);
- Operations Director (for contractors, sub-contractors, volunteers, visitors)

All reports will be treated seriously, investigated promptly, and handled with confidentiality. We will ensure that no individual is victimised or treated unfairly for raising a complaint or concern.

### **Communication and Awareness**

We will ensure this policy is easily accessible to all and available on our website. Training and awareness will be provided to ensure everyone understands their responsibilities.

### **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.

### **Approval**

This policy has been approved by The Spark Group's Senior Leadership Team.

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