

Policy Document ●●●

# Equality, Diversity & Inclusion

# Introduction

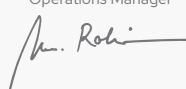
Reed Business School is committed to demonstrating Equality, Diversity, and Inclusion in all its activities. The principle of non-discrimination and equality of opportunity applies equally to the treatment of apprentices, learners, visitors, clients, customers, and suppliers by members of our workforce.

It is the culture of Reed Business School to value difference and to recognise that individuals from different backgrounds and experiences can bring valuable insights into a business and enhance the working environment.

## Document Control

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## Definition of equality, diversity, and inclusion (EDI)

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Equality means treating individuals equally, fairly, with dignity and free from discrimination, but not always necessarily being treated the same. In education, equity involves acknowledging differences, then taking steps to bring all students to success. It is the concept of individuals being given access to the same opportunities in employment, education, and services by providing an equal opportunity for all apprentices and learners to participate fully in the educational services we offer. Reed Business School works closely with all its employers to ensure that apprentices and learners receive the support they need.

Diversity is about valuing and embracing the differences in people and reaping the benefits of a varied learner population. Diversity enriches the educational experience as we learn from those whose experiences, beliefs, and perspectives are different from our own. Diversity challenges stereotyped preconceptions and encourages critical thinking. It promotes personal growth and helps apprentices and learners to learn to communicate effectively with people of varied backgrounds. Education within a diverse setting prepares apprentices and learners to become good citizens in an increasingly complex and diverse society by fostering mutual respect and teamwork. We encourage and support ALL learners to strive for success.

Inclusion is about embracing everyone irrespective of their background, characteristics, or disability. It is the ongoing and transformative process of improving education systems to meet everyone's needs with the aim of providing equal access and opportunities and removing discrimination and intolerance.

## Communication, promotion, training, and development

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Reed Business School is committed to promoting the policy by demonstrating Equality, Diversity and Inclusion in all its activities. The principle of non-discrimination and equality of opportunity applies equally to the treatment of apprentices, learners, visitors, clients, customers, and suppliers by members of our workforce.

We recognise that achieving this brings a range of benefits to our organisation including:

- Creating a positive atmosphere where there is a shared commitment to value diversity and respect difference.
- Delivering excellent customer service by ensuring there is an inclusive ethos, responding to the needs of individuals.
- Promoting social cohesion through a greater knowledge and understanding of the diverse community we serve.

Reed Business School will ensure that internal and external messages, imagery, graphics, and materials are compliant and inclusive to recognise the diverse nature of our apprentices and learners.

Reed Business School will communicate the key EDI aspects to apprentices and learners by promoting this policy in the student wellbeing team.

Training is recognised as an integral part of promoting EDI and ensuring that individuals have a clearly developed understanding of relevant issues.

Training in equal opportunities will be available to all apprentices and learners through the induction process to help them understand their rights and responsibilities concerning EDI and what they can do to help create a positive atmosphere where there is a shared commitment to value diversity and respect difference.

Reed Business School will not treat any learner less favourably than others in respect of access to learning and development based on any of the protected characteristics. Training in equal opportunities will be available to all employees via the Teams platform to help them understand their responsibilities concerning EDI and what they can do to help create a positive atmosphere where there is a shared commitment to value diversity and respect difference. This includes ensuring that the service provided by Reed Business School is apprentice, learner client-centred – apprentices, learners, and clients are the focus of the service provided by seeking to partner with these stakeholders to understand their needs.

## How to engage?

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Engagement on EDI issues help us to understand the lived experiences of our staff, apprentices, learners, visitors, and wider community and to understand how we are doing in creating a fairer and more inclusive environment.

We ask others to share their experiences and we listen to and value the feedback they give us. An inclusive environment is one where there is fairness, respect, value and belonging and that environment is safe and open.

It is not always easy to make your views known, particularly when you are from an under-represented group or when you are challenging the status quo. Creating a safe and open environment for everyone to have their say is an essential part of creating a fairer and more inclusive environment at Reed Business School.

Reed Business School uses apprentice, learner, employer, and employee surveys to provide a platform for enhancing engagement.

All apprentices contribute to the design of their learning plan which provides flexibility in the programme of study and allows them to input on their own learning experience.

All apprentices have regular, structured, individual meetings with their learning coach which includes the opportunity to tackle the impact of their beliefs, assumptions, and unconscious biases.

Reed Business School offers a range of teaching approaches and learning activities that are accessible and encourage active participation of all students.

Reed Business School monitors student cohorts and can adapt curriculum delivery to meet cohort and individual requirements.

Reed Business School empowers all apprentices and learners to take responsibility for their own learning and that of their peers, acting as partners in their learning experience.

Reed Business School utilises both a physical and virtual learning space to facilitate apprentice and learner access to and engagement with the curriculum via a Teams educational platform.

Reed Business School uses the Teams platform to deliver all its courses, making learning materials and resources easily accessible and available to apprentices and learners in advance of curriculum delivery. This also means that all courses, including face to face classroom delivery, are recorded and these recordings are instantly available in the 'Team' along with the tutors, own notes, and annotations on the subject workbook for apprentices and learners to review again at their own pace if required.

## **Additional promotion of the policy**

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Reed Business School will continue to promote the policy through associated materials and visuals displayed throughout Reed Business School and through the library of learning resources used in the delivery of learning.

Tutors or other relevant co-members will continue to monitor appropriate use of IT systems utilised by the Reed Business School blended delivery approach and promote the policy to apprentices and students prior to the delivery and use of such systems. Full compliance of the policy and legal consequences of abuse in any of the protected characteristics is to be embedded throughout delivery. Apprentices and students must be reminded of the British values and the expectation of their conduct prior to the use of these IT systems.

All co-members within the business, extending to associates supporting Reed Business School, will be made aware of the requirements of the policy as part of the induction training

In addition to the above, the equality and diversity policy for apprentices and learners will be promoted through:

- The Reed Business School Teams platform
- Enrolment inductions
- Learner course information
- The E-portfolio system
- Web Enrolment Form

## **Apprentice recruitment and onboarding process**

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The Reed Business School apprentice recruitment and onboarding process will show due regard to the following areas:

- Reed Business School will ensure that the recruitment and onboarding process for apprentices and learners is conducted in a professional, timely and responsive manner and in accordance with all partner regulations.
- Reed Business School will make appropriate training, development, and support available to those involved in the recruitment and onboarding activities to meet the requirements of this policy and procedure.

- Reed Business School will ensure that all applicants and enrolled apprentices and learners are treated fairly, equitably, and efficiently, with respect and courtesy, aiming to ensure that the apprentice and learner experience is always positive.
- Reed Business School will ensure it works with employers who promote fair recruitment practices.

## Forms of discrimination

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Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out above. Indirect discrimination occurs where an individual is subject to unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment.

It is Reed Business School's policy not to discriminate based on age, gender, sexual orientation, marital status, any gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability, pregnancy, trade union members, part-time worker, or a fixed-term employees. The Reed Business School will always strive to work within legislative requirements as well as promoting best practice.

## Breaches of the policy

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If you believe that you may have been disadvantaged on any of the unlawful grounds listed you are encouraged to raise the matter initially with the person involved if however, this does not resolve the issue then it should be raised through the grievance procedure. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Individuals who make such allegations in good faith will not be victimised or treated less favourably as a result.

## Monitoring

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The Reed Business School will regularly monitor the effectiveness of this policy to ensure it is achieving the objectives.

The Reed Business School is committed to providing relevant training for all staff on their responsibilities and duties under this policy.

Terms & Conditions

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