

Optimal Risk Training

Equality & Diversity Policy

Created by:	Compliance Lead
Document owner:	Managing Director
Approved by:	Center Manager
Confidentiality level:	Uncontrolled – may be disclosed externally, in full

Change history

Date	Version	Created by	Description of change
Jan 25	4.0	Compliance Lead	Rewrite and Renewal of ORT QMS

Table of contents

1. SCOPE	2
2. EQUAL OPPORTUNITIES AND DIVERSITY POLICY	2
3. OUR COMMITMENT AS AN EMPLOYER.....	2
4. OUR COMMITMENT AS A TRAINING SERVICE PROVIDER	2
5. COMMENTS AND CONCERNS	2
6. CRIMINAL BEHAVIOUR	2

1. Scope

This policy applies to Optimal Risk Training and in particular, learners receiving training provided by Optimal Risk Training.

2. Equal Opportunities and Diversity Policy

Optimal Risk Training removes discrimination towards our staff or learners, including preventing discrimination towards:

- disability
- health
- marital status
- parental status
- pregnancy
- care responsibilities
- sexual orientation
- gender
- race
- faith
- age
- social class
- working routine
- belief
- opinion

3. Our Commitment As An Employer

We provide an environment in which individual differences and the contributions of our staff are recognised and valued. Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

Breaches of our Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings, including dismissal without notice.

4. Our Commitment As A Training Service Provider

We aim to provide training services to which all learners are welcomed regardless of personal circumstances or differences. We ensure that our services are delivered equally and are tailored to meet the diverse needs of learners.

Breaches of our Equality and Diversity Policy by learners toward other learners, staff or partners may be regarded as unacceptable behaviour and could lead to a denial of service.

5. Comments and Concerns

If you believe you have been treated in any way contrary to this Policy or you have any comments on how we can improve, please contact the Center Manager or the Lead Assessor. We will record and investigate all concerns and take appropriate action.

6. Criminal Behaviour

Extreme instances of discrimination may be considered criminal behaviour. In such circumstances, the perceived victim(s) may report the matter to the police. Optimal Risk Training will assist any person who considers themselves a victim, cooperate fully with any police investigation and make available any records held.