

# ***EQUALITY, DIVERSITY & INCLUSION POLICY*** **2023**



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## EQUALITY, DIVERSITY & INCLUSION POLICY

### Scope

Baltic Apprenticeships is committed to providing an inclusive learning and working environment, that is not only free from discrimination and unfair treatment, but which actively values and celebrates difference.

Diversity and Inclusion are at the heart of the company's mission which is to provide opportunities for diverse talent to realise their full potential. As such we are committed to creating an environment in which every individual can thrive.

This policy and any associated procedures apply to all staff, apprentices, contractors and other affiliates of Baltic Apprenticeships. Every learner, employer and staff member has rights and responsibilities under the Equality Act, 2010.

Equality, Diversity and Inclusion training is also provided through our e-learning programmes which include videos, presentations and exercises which are delivered to all staff and learners.

This policy applies to all Baltic Apprenticeship employees and our apprentices, learners and contractors.

### Purpose

The overall aim of this policy is to ensure that Baltic Apprenticeships is a place where learning and working exists in an environment that promotes equality of opportunity, celebrates diversity, and allows everyone to achieve to their full potential.

Baltic Apprenticeships will take every reasonable and practicable step to ensure that no staff member or learner receives less favourable treatment on account of disability, age, sexual orientation, race, religion or belief, gender reassignment, sex, marital status and civil partnership, pregnancy and maternity or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. The policy seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

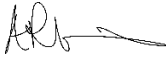
All staff and learners are covered by this policy and it applies to all areas of employment including recruitment, selection, training and career development. These areas are monitored and policies and practices are amended if necessary to ensure that no discrimination exists.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, staff at all levels and all learners have a responsibility to treat others with dignity and respect. The personal commitment of every staff member and learner to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout Baltic Apprenticeships.



## Director Policy Approval

This Policy is approved and endorsed by the Board of Directors and Senior Management Team

Signed on behalf of the Directors 

Name Antony Hobbs  
Position Managing Director  
Date 1<sup>st</sup> September 2022

## Our commitment as an employer

### Baltic Apprenticeships is committed to:

- Creating an environment in which individual differences and the contributions of our staff are recognized and valued
- Entitling every employee, worker or self-employed contractor to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- Providing training, development and progression opportunities to all staff
- Understanding equality in the workplace is good management practice and makes sound business sense
- Reviewing all our employment practices and procedures to ensure fairness
- Training all staff on the topic of Equality, Diversity and Inclusion so that all staff understand their responsibility for behaving in an inclusive manner and contributing to an inclusive environment and culture.

## Our commitment as a training provider

### Baltic Apprenticeships is committed to:

- Providing services to which all apprentices are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, offending past, caring responsibilities or socio-economic background
- Making sure our services are delivered equally and meet the diverse needs of our service users and apprentices by assessing and meeting the diverse needs of our apprentices



- Fully supporting this policy by senior management and director level and ensuring all employees are aware of this policy and their responsibility to behave in accordance with it
- Having clear procedures that enable our apprentices to access support and/ or to raise a grievance or make a complaint if they feel they have been unfairly treated
- Providing training on the topic of Equality, Diversity and Inclusion so that all staff understand their responsibilities for behaving in an inclusive manner and contributing to an inclusive environment and culture
- Treating breaches of our equality and diversity policy by our staff as misconduct which could lead to disciplinary proceedings
- Promoting a diversity of voices throughout our Baltic Live events schedule and designing community events, that meet a diversity of needs and interests

### **Our commitment to Inclusive Recruitment**

- All staff involved in selection or interviewing shall be trained to ensure that appointments are made on an objective basis.
- All recruitment material and processes, including advertisements will be available, in a variety of formats upon request.
- Recruitment practice and procedures shall be as open and as barrier free as possible. Baltic Apprenticeships upholds the Disability Confident Accreditation and will ensure reasonable adjustments are made throughout the recruitment journey.
- Application forms and other supporting material will only ask for relevant factual information.
- Selection criteria is specific to the person specification and criteria enclosed within the job description. Shortlists will be produced by 2 or more recruiting managers or a member of the People Team.
- No applicant shall be disadvantaged by an interview's timing, location or facilities
- Baltic Apprenticeships' mission is to create opportunities for diverse talent to realise their potential. We are particularly focused on ensuring that equality of opportunity is paramount throughout the recruitment and selection process.

### **Our commitment to Equality and Diversity Training**

Baltic Apprenticeships is committed to:

- Providing training to all its employees which encourages an awareness of this policy and our commitment to promoting equality and diversity in our organization and in all of our work.



- Training will include internally delivered training for all new starters as part of our employee onboarding procedures and through our e-learning programmes, as well as more formal training where appropriate.
- In all circumstances, training will be designed to ensure that Baltic Apprenticeships' employees are able to apply the principles of this policy in their daily work- for example, by including concepts like Fundamental British Values into the training.
- All staff will be required to refresh their Equality and Diversity training at least annually and we will proactively seek opportunities to secure other training to reinforce our teams' understanding of the equality, diversity and inclusion agenda.
- All learners will complete a personal development programme which includes learning modules on Equality, Diversity & Inclusion and the application of the Equality Act in the workplace.

### **Equality, Diversity and Inclusion Monitoring**

We will collect and closely monitor data on both the diversity of our employees and apprentices, in addition to staff and apprentice experience.

Through this monitoring we aim to continually improve our diversity and inclusion practices, policies and our Equality, Diversity and Inclusion strategy.

### **Equality Opportunities Policy Statements**

#### **Age**

We will:

- Ensure that people of all ages are treated with respect and dignity
- Ensure that people of working age are given equal access to our employment, training, development and promotion opportunities
- Challenge discriminatory assumptions about younger and older people

#### **Disability**

We will:

- Provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities
- Challenge discriminatory assumptions about disabled people
- Seek to continue to improve access to information

#### **Race**



We will:

- Challenge racism wherever it occurs
- Respond swiftly and sensitively to racists incidents
- Actively promote race equality in Baltic Apprenticeships

### **Gender**

We will:

- Challenge discriminatory assumptions about women and men
- Take positive action to redress the negative effects of discrimination against women and men
- Offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same
- Provide support to prevent discrimination against transsexual people who have or are about to undergo gender reassignment

### **Sexual orientation**

We will:

- Ensure that we take into account of the needs of LGBTQ+ (lesbian, gay bisexual, questioning and other sexualities not listed) staff and apprentices
- Promote positive images of the LGBTQ+ community

### **Religion or belief**

We will:

- Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible
- Respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others

### **Pregnancy or maternity**

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity
- Challenge discriminatory assumptions about the pregnancy or maternity of our employees



- Ensure that no individual is disadvantaged and that we take account of the needs of our employees pregnancy or maternity

### **Marriage or civil partnership**

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership
- Challenge discriminatory assumptions about the marriage or civil partnership of our employees
- Ensure that no individual is disadvantaged and that we take account of the needs of our employees marriage or civil partnership

### **Policy Implementation**

The Managing Director has overall responsibility for the implementation of this policy. Each manager is accountable for delivering the equality commitments in their areas of responsibility and all employees are expected to abide by the policy.

Related policies:

- Grievance Policy
- Disciplinary Policy
- Flexible Working Policy
- Bullying and Harassment Policy
- Family Friendly Policy
- Safeguarding Policy
- Complaints Policy
- Attendance Management Policy
- Data Protection Policy

### **Policy Review**

We will regularly review our employment policies and procedures to ensure they do not unlawfully or unfairly discriminate. The Equality, Diversity and Inclusion Policy will be reviewed annually. This policy was last reviewed on 1<sup>st</sup> September 2022. The next review date will be 1<sup>st</sup> September 2023.



**- PROMOTING EQUALITY, DIVERSITY & INCLUSION -**