

Equal Opportunities Policy

1. ST*R Learning Ltd is fully committed to the principles of equal opportunities, diversity and inclusion in recruitment, employment and provision of services and opposes all forms of unlawful or unfair discrimination including those on the grounds of: race, disability, gender reassignment, sex, marriage and civil partnership, pregnancy and maternity, religion and belief, sexual orientation, or age.
2. ST*R Learning Ltd aims to treat all stakeholders with dignity and respect and to provide a working environment free from discrimination. It will conduct its affairs at all times in a manner which is consistent with this aim.
3. In our employment practices and in providing services we will:
 - * Provide fairness and equality of opportunity
 - * Recognise that everyone is different and that these differences must be equally respected
 - * Challenge discrimination so that we demonstrate our commitment to equality and do not exclude people or make them feel isolated.
4. Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay and career management are based solely on objective and job-related criteria.
5. Criteria for dismissal, including redundancy, will be solely based on objective and job-related criteria.
6. ST*R Learning Ltd will comply both with the spirit and the letter of legislation. Individual employees, at all levels, as well as associates, are responsible for ensuring that their own conduct, in the exercise of ST*R Learning Ltd's affairs, is consistent with this equal opportunities policy. In particular they must not:
 - * Discriminate against or harass colleagues, other employees, job applicants, clients or service recipients.
 - * Induce, or attempt to induce, other employees to practice unlawful discrimination.
 - * Victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination.
7. Managers and supervisors at all levels are expected to set an example in non-discriminatory behaviour and to ensure, as far as reasonably practical, that employees act in accordance with this policy. Newly appointed managers and supervisors will receive appropriate training and support as part of their probationary training.
8. ST*R Learning Ltd will treat seriously any breaches of this policy and all instances of actual or alleged inappropriate behaviour will be fully investigated and may be subject to disciplinary procedures. We will provide feedback within a reasonable time to the complainant about the outcome of any investigation. The circumstances surrounding and the outcomes of any complaint will be reviewed by the Senior Management team and, if warranted, appropriate action will be taken.



9. ST*R Learning Ltd will identify any scope for the provision of training and encouragement to assist in removing barriers to progression and appointment and to the provision of services to our clients. To ensure equality of access we aim to ensure the following:

- * Each newly appointed employee and agent or associate is made aware of this policy in writing during their induction period.
- * Training is provided with regards to each learner's individual needs as identified in the initial assessment stage.
- * Training programmes are based on consultation with all employees and take into account identified needs of the individual or company requirements to ensure the smooth running of the business.
- * Training and positive action takes into account the diversity of the community we serve.
- * We will provide information/resources on Equal Opportunities to all providers and trainees during the induction process.

10. In order to achieve effective implementation of the policy, ST*R Learning Ltd will ensure that this policy statement is brought to the attention of all employees and associates. ST*R Learning Ltd will expect its staff and agents to respect this policy and act accordingly.

11. We will monitor our performance by collecting data from the following sources:

- * Prospective learners
- * Learners on training programmes
- * Satisfaction surveys from employers, placements and learners
- * Learner/employer reviews carried out every 8-12 weeks
- * Monitoring of existing employees at the following stages – recruitment and selection, promotion, training and terms of conditions of employment.

12. This policy, and any associated procedures, will be reviewed on a bi-annual basis by the Senior Management team.

Signed: Roger Stent

(Employer)

Date: 06 January 2014

Review Date: 06 January 2016