



**LIMM SKILLS ACADEMY LTD**  
Innovation | Creativity | Empowerment

# Equality, Diversity and Inclusion Policy

<b>Lead Responsibility</b>	Lead IQA Manager	<b>Approved by</b>	Director
<b>Version</b>	2	<b>Reviewed</b>	November 2021
<b>Policy applicable to</b>	All Stakeholders	<b>Date of next review</b>	November 2022



## Policy Statement

Limm Skills Academy recognises the importance of providing an environment that is diverse and one that promotes equality in all its activities.

We value and celebrate the diversity that exists amongst our student body and workforce and are committed to creating a working environment in which everyone can take full part.

We will ensure that everyone is treated fairly and that no one receives less favourable treatment because of his or her disability. Limm Skills Academy will adhere and promote to the guiding principles in Disability Discrimination Act 1995 regarding employment and training.

The Equality, Diversity and Inclusion Policy will be review annually at a management meeting chaired by the Director who has overall accountability for the review and evaluation.

## Commitment

1. We are committed to creating a socially inclusive and cohesive community by:
  - a. Promoting equal opportunity and equal access tuition, employment, services, and information.
  - b. Identifying and addressing the barriers that different groups face to participation in economic, social, cultural, and political life.
  - c. Working towards ensuring fair and equitable resources.
  - d. Celebrating and respecting the diversity of our community.
  - e. Working with others to ensure that Limm skills academy is a safe place in which to, work, study or visit.



- f. Listening and responding to the views of our communities through appropriate and widespread consultation and participation mechanisms, which are accessible to all.
  - g. Ensuring the communications we produce and the events we hold positively reflect and promote the diversity of our communities and are made fully accessible, where such a requirement has been identified.
  - h. We are committed to ensure that the Equality Act 2010 is adhered to and focusing on protected characteristics, ensuring consistency in what Limm Skills Academy and employees and clients need to do to make the workplaces a fair environment and comply with the law.
2. We are committed to ensuring that our services are accessible to all and responsive by:
- a. Demonstrating that all practicable steps are being taken to allow equal access and equal treatment in tuition and employment and service delivery for all, as appropriate to the nature of the contract concerned.
3. We are committed to ensuring that those contractors and others from whom we procure goods and who deliver our services share and implement our equality vision and values by:
- a. Ensuring our customers are aware of our services and that we deliver our services in ways that are sensitive to students and customers' needs.
  - b. Ensuring that all those in the community are able to visit our public buildings and open spaces.
  - c. Ensuring the information, we provide about our services is accessible to our community.
  - d. Consulting and involving all sections of our community in the development and monitoring of our policies and services in ways which enable people to participate.

## Aims and Objectives



We aim to develop, promote, and deliver our employment and training opportunities without discriminating on the basis of a person's race, disability, age, gender, religion or belief, sexual orientation or any aspect of an individual's background or heritage which is used as justification for unfair treatment.

We believe Limm Skills Academy will be more creative and innovative place to work as a result of managing our people in a way that gets the best from their diversity; values their different perspectives and individual backgrounds; and integrates fairness and equity into every aspect of our employment practices.

## **Implementation**

Limm Skills Academy is committed to the fair treatment of all employees, apprentices, learners, and applications. Implementing this equality, diversity, and inclusion policy includes the Centre educating and requiring all employees, apprentices, and learners to abide by and adhere to this general principle and the requirements of the Codes of practice issued by the [Equality and Human Rights Commission](#).

We aim to achieve this by: -

- 1) Recruiting, attracting, developing, and retaining talented people, valuing the varied skills and experiences people bring to the organisation and ensuring that our clientele and workforce is representative of our community.
- 2) Developing more imaginative and open ways of recruiting and retaining a diverse student body and workforce, making sure that opportunities are accessible to all and encouraging applications from all sections of our community.
- 3) Providing all staff with Equality, Diversity & Inclusion (EDI) Training applicable to their role. New staff will be required to take EDI training as part of the induction process.
- 4) Providing a safe and accessible working environment that values and respects the identity and culture of each person.
- 5) Ensuring that all employees/clients have access to promotion, learning and development opportunities so that their contribution and potential are maximised.



- 6) Regularly reviewing our people management policies and practices to make sure that they support these commitments, including the commitment to making reasonable adjustments where appropriate to do so.
- 7) Providing support and training to ensure that this policy is communicated, understood, and acted on by all of our employees and the student body.
- 8) Making sure that all our students, employees and partners understand their rights and responsibilities concerning discrimination, bullying and harassment.
- 9) Setting performance indicators so that we can monitor and regularly report on our progress. Implementing a fair and equitable approach to how we pay and reward our people for equal work, making sure that we regularly review its application.
- 10) Making sure that we treat seriously behaviour that is deliberately contrary to our valuing diversity principles and take appropriate action.
- 11) Investigating thoroughly any complaints and claims of discrimination and harassment. Any employee, apprentice, or learner found guilty of discrimination and harassment will be instructed to discontinue this practice immediately and the matter will also be dealt with under the disciplinary procedure.

### **Review of Policy**

This policy was last reviewed in November 2021. The next review date is November 2022, and this will be completed by the **Lead IQA Manager** and supported by **Operations Manager**. The policy will then be approved and signed off by the Director.

### **Policy Approval**

**Director's Name: Walter Mugisha**

**Director's Signature:**

**Date: 19.11.2021**