

## **Equal Opportunities Policy**

It is unlawful to discriminate directly or indirectly in recruitment or employment on grounds of age, sex, gender reassignment, pregnancy, race, nationality, ethnic or national origins, sexual orientation, religion or belief, or marital status. It is also unlawful to treat someone less favourably on grounds of disability than others without that disability are or would be treated, unless the less favourable treatment can be justified, or to fail to make reasonable adjustments to overcome barriers to employment caused by disability.

### **What it means to us**

At Marvellous Minds we challenge everyone to achieve their full potential. This means positively promoting diversity, encouraging everyone to challenge their own views of equality and ensuring everyone feels included in our work. When we get this wrong we work hard to get it right the next time. We comply with the Equality Act 2010 but, more importantly, we implement the spirit of the law.

### **What we do to achieve this**

Everyone who works with Marvellous Minds is expected to commit to the belief that everyone is of equal worth, that valuing diversity makes our lives richer and that everyone has a right to be included in our work. This means that our actions and words need to reflect this in everything we do. We help our teams to achieve this by providing a positive approach to working with everyone we meet and by actively challenging ourselves to reach out to people who may not usually access our work. We also encourage team members and clients to give us feedback on how well they feel they have been included. This can be verbal, written or in a format that better suits the person giving the feedback.

### **What we expect of our clients**

We want all stakeholders to feel included but we also expect all stakeholders to proactively include other people. This means showing respect for others and positively challenging discrimination and stereotyping. We also want clients to give us suggestions for improving our services and to tell us when we have done something wrong so that we can improve.

Marvellous Minds is committed to the following principles:

1. There should be no discrimination on account of age, sex, marital status, pregnancy, sexual orientation, gender reassignment, disability, religion, belief, race, nationality or ethnic origin.
2. Marvellous Minds will appoint, train, develop and promote on the basis of merit and ability.
3. All stakeholders (staff, sub-contractors, clients and candidates) have personal responsibility for the practical application of Marvellous Minds' equal opportunities policy.
4. Special responsibility for the practical application of Marvellous Minds' equal opportunities policy falls upon management involved in the recruitment,

selection, promotion and training of employees, sub-contractors and candidates.

5. Marvellous Minds' grievance procedure is available to any candidate who believes that he/she may have been unfairly discriminated against.
6. Disciplinary action will be taken against anyone who is found to have committed an act of unlawful discrimination. Both discriminating conduct and harassment will be treated as gross misconduct.
7. In the case of any doubt or concern about the application of the policy in any particular instance any member of staff or employee should consult the Managing Director.
8. Marvellous Minds will incorporate into both the Candidate Handbook and the Staff Handbook an Equal Opportunities Statement to ensure that relevant information is available to candidates, staff, associates and clients involved in the delivery and assessment with ILM qualifications and programmes.
9. Entry requirements will be stipulated on any marketing materials and an initial assessment will be completed with all new candidates to ensure they possess the appropriate pre-requisites to join the programme. Any additional support which may be a requirement for the candidate will be identified at this initial assessment stage.
10. Each candidate and staff member will receive an appropriate induction and equal opportunities will be covered within that induction.

This policy should be read in conjunction with the Fair Access Policy, Complaints Policy, Appeals Policy, Code of Ethics and CPD Policy.