



CENTRAL QUALIFICATIONS*

Equality, Diversity and Inclusion Policy

CQ supports the principle of equal opportunities and strives to ensure that learners, assessors, staff and any others who interact with CQ have equality of opportunity. CQ will not tolerate any form of discrimination, harassment or negative stereotyping.

Policy Statement

The company is committed to the principle of equal opportunity in employment and in all aspects of veterinary education.

Accordingly, policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant, employee, learner, assessor or other engaged person receives less favourable treatment on the grounds of any protected characteristic, including age, race, religion or belief, colour, nationality, ethnic or national origin, disability, trade union membership or non-membership, gender reassignment, marital status or civil partnership, pregnancy and maternity, sex or sexual orientation. The objective of this policy is to ensure that individuals are treated fairly and on the basis of their relevant aptitudes, skills and abilities.

All staff, learners, Centres and any 3rd parties engaged by CQ are asked to ensure that their dealings with others promote equality of opportunity and that the above protected characteristics are not discriminated against, either directly or indirectly.

Learners will be treated equally in respect of learning and assessment opportunities. Assessment techniques and strategies recognise different styles of learning. Reasonable adjustments to assessment arrangements will be made available based upon identified need.

Learners who have been identified at induction stage as requiring reasonable adjustments will be accommodated as reasonably as possible. To this end, learners can apply for reasonable adjustments or special considerations when sitting examinations and similar tasks. Forms are available from Tutors and should be completed in a timely manner to ensure that such adjustments can be made.

As part of the monitoring of candidates registering for a CQ qualification we will collect information on diversity, requests for special considerations, access arrangements and feedback from learners, Centres and other stakeholders.

All staff, learners, Centres and any 3rd parties engaged by CQ are to be made aware of this policy and it is to be reviewed and updated in accordance with latest legislation.

CQ will comply with all current and relevant legislation and this policy will be monitored and reviewed annually. Relevant legislation, which at the time of writing includes, but is not limited to the Equality Act 2010.

All relevant issues identified that suggests that our provision or services may have unnecessary impact on learners will be reported back to the Quality Assurance Manager who will be responsible for leading on introducing amendments to provision and/or services where necessary and in accordance with our documented procedures for developing and reviewing units and qualifications.

Details of the outcomes of each review will be made available to the qualification regulators upon request.

Responsibilities

The Senior Management Team has the primary responsibility for the successful implementation of the policy by:

- not discriminating in the course of employment against fellow employees or job applicants
- not inducing or attempting to induce others to practise unlawful discrimination
- bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to the policy
- ensuring that there are no barriers to entry to units and qualifications we develop and deliver and/or offer for any protected characteristics. Any barriers imposed by a regulatory authority will be mitigated, including using access arrangements, including reasonable adjustments and will be recorded.

Individual employees have the responsibility to ensure that they assist the Company in achieving these objectives by:

- not discriminating in the course of employment against fellow employees, customers, learners, suppliers or members of the public with whom they come into contact during the course of their duties
- not inducing or attempting to induce others to practise unlawful discrimination
- reporting any discriminatory action to their Line Manager

The successful operation of this policy necessitates a contribution from each employee and all employees have an obligation to report any act of discrimination known to them.

Complaints

Any employee who considers that he or she is a victim of unlawful discrimination may raise the issue through the grievance procedure. Please contact the HR Manager directly.

Learners and/or members of the public who wish to complain should follow the procedures outlined in the Complaints Policy. Learners should have exhausted their Centre's own complaints process before bringing the complaint to us. However, learners can make the complaint directly to us in exceptional circumstances where they feel there was a significant breach by the Centre of our various procedures. Please contact the office on **01359 245316** or email them at **enquiries@cqual.org** or write to us at Central Qualifications, Elmtree Business Park, Elmwell, Bury St Edmunds, Suffolk, IP30 9HR.