

Company Name:	Teaching Consultancy Ltd ("the Company")
Policy Name:	Equal Opportunities and Diversity Policy
Date:	12 June 2024

OUR POLICY

Teaching Consultancy Ltd is committed to fostering a diverse and inclusive workplace where all employees, workers, candidates, and clients are treated equitably and with respect. Our objective is to reflect this commitment in every aspect of our business, ensuring that our practices promote equal opportunities and embrace diversity. We aim to create a business culture that not only values diversity but also benefits from it.

To achieve this, we will broaden our recruitment reach to attract a wide range of candidates from diverse backgrounds. Our clients are encouraged to meet their own diversity targets, and we will work alongside them to help them achieve these objectives.

The Company is dedicated to treating everyone fairly and avoiding unlawful discrimination in all aspects of our work. We are committed to continuously reviewing our recruitment practices to eliminate any form of bias or discrimination.

Teaching Consultancy Ltd will not discriminate against individuals based on any of the "protected characteristics" defined under the Equality Act 2010, including:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

In addition, we do not discriminate based on trade union membership status. All staff members are expected to uphold this policy, and any breach will lead to disciplinary action.



To support this commitment, we provide regular training on equal opportunities and diversity for all our staff. We aim to prevent the exclusion of any group by avoiding unnecessary requirements in our job descriptions and practices.

DISCRIMINATION

Under the Equality Act 2010, unlawful discrimination includes direct and indirect discrimination, harassment, and victimisation. Teaching Consultancy Ltd is committed to preventing all forms of unlawful discrimination, as described below:

Direct Discrimination

Direct discrimination occurs when an individual is treated less favourably because of a protected characteristic. This could include any of the following:

- Offering services on less favourable terms due to a protected characteristic
- Refusing or neglecting to provide services because of a protected characteristic
- Treating someone less favourably based on assumptions or associations with a protected characteristic

Our Company will not act upon any client instruction that results in unlawful discrimination. Where a legitimate occupational requirement applies, the client must provide written confirmation to objectively justify the need. This must be a proportionate means of achieving a legitimate aim.

Indirect Discrimination

Indirect discrimination arises when a provision, criterion, or practice (PCP) applies to all but disproportionately disadvantages individuals with a particular protected characteristic. If a PCP is indirectly discriminatory, it must be objectively justified to be lawful.

We will not proceed with instructions from clients that lead to indirect discrimination, unless we have written evidence that the requirement is objectively justified or falls under an occupational requirement.

Harassment

Harassment is defined as unwanted conduct relating to a protected characteristic that violates an individual's dignity or creates a hostile, intimidating, or offensive environment. Teaching Consultancy Ltd is committed to providing a workplace free from harassment and will ensure that no individual faces such behaviour.



Prohibited behaviours include:

1. Verbal or written derogatory jokes or comments
2. Sexual advances or comments
3. Displaying offensive visual materials, including posters or images
4. Unwanted physical contact
5. Retaliation against individuals who report harassment

Any complaints regarding harassment should be reported to [Designated Officer] and followed by a written complaint detailing the incident, names of individuals involved, and any witnesses. Teaching Consultancy Ltd will conduct a thorough investigation, and any staff found responsible for harassment will be subject to disciplinary procedures, potentially including termination.

Victimisation

Victimisation occurs when an individual is treated unfavourably due to their involvement in a discrimination complaint or grievance. Teaching Consultancy Ltd strictly prohibits victimisation in all forms and will support individuals who make or participate in such claims.

DISABILITY AND REASONABLE ADJUSTMENTS

The Company is committed to supporting employees and candidates with disabilities by making reasonable adjustments where required to eliminate disadvantages.

We will:

- Modify application and assessment procedures to accommodate disabilities
- Provide suitable facilities and access for employees and candidates with disabilities
- Adapt working practices or offer alternative arrangements where feasible

If necessary adjustments cannot be made due to limitations, we will seek alternative solutions.

AGE DISCRIMINATION

Teaching Consultancy Ltd is committed to treating people of all ages fairly and without prejudice. We discourage clients from setting age-related criteria in job descriptions and evaluate candidates based solely on their skills and experience.

If we request age data for lawful purposes, such as compliance with the Conduct of Employment Agencies and Employment Business Regulations 2003, it will not be used in a discriminatory way.



PART-TIME AND FLEXIBLE WORKING

Teaching Consultancy Ltd values the contributions of part-time and flexible workers and is committed to ensuring they receive the same benefits, rights, and opportunities as full-time employees. We provide equal access to training, promotions, and career development for all employees, regardless of their working hours.

GENDER REASSIGNMENT

We support employees undergoing gender reassignment and will protect them from discrimination and harassment. Reasonable adjustments and reassignment to alternative roles will be considered where appropriate, and any complaints regarding discrimination on this basis will be addressed through our grievance procedures.

RECRUITMENT OF EX-OFFENDERS

As a DBS-registered organisation, Teaching Consultancy Ltd adheres to the DBS Code of Practice for the fair treatment of ex-offenders. We will only request criminal record information when it is legally required for roles involving work with vulnerable groups.

COMPLAINTS AND MONITORING

Teaching Consultancy Ltd has procedures to monitor compliance with this policy and address complaints of discrimination. Employees and workers are encouraged to report any concerns regarding discrimination to [Designated Officer]. Complaints will be handled promptly, confidentially, and fairly.

Our Commitment to Diversity

Teaching Consultancy Ltd recognises the importance of maintaining a diverse workforce and is dedicated to creating an environment where differences are respected and valued. We continuously review and improve our practices to ensure fairness and equality for everyone in our organisation.