



# EQUALITY, DIVERSITY AND INCLUSION POLICY

Version: POL009-V23-1  
Department: Executive



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## Equality, Diversity and Inclusion Policy

### Version Control POL009-V23-1

The following table presents the version control of this policy:

Version	Date	Reason for Change	Changes approved by:
POL009-V23-01	April 2023	Company Policy Review 2023 and adoption of new policy template	COO

### 1. Introduction

This policy outlines our commitment to promoting equality, diversity and inclusion in all aspects of our operations as a regulated Awarding Organisation. We believe that diversity and inclusion are essential to providing ethical, fair and equal opportunities for all staff, associates, learners and stakeholders.

### 2. Purpose

Our policy is designed to ensure that everyone is treated with dignity and respect, regardless of their race, ethnicity, gender, age, disability, religion, sexual orientation, or any other characteristic protected by law.

### 3. Links to other policies

Reasonable Adjustments and Special Considerations policy  
FutureQuals Staff Handbook

### 4. Links to Ofqual Regulatory Criteria

Regulator	Regulatory rule or guidance document	Regulatory condition / principle
CCEA	General Conditions of Recognition	A1, B1, C2, D2, E4, G2, G6, G7
Ofqual	General Conditions of Recognition	A1, B1, C2, D2, E4, G2, G6, G7
Qualifications Wales	Standard Conditions of Recognition	A1, B1, C2, D2, E4, G2, G6, G7
SQA Accreditation	Regulatory Principles (2021)	14

### 5. Definitions

Protected Characteristics: As defined in the Equality Act 2010 are Age, Disability, Gender reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual orientation

## **6. Responsibilities**

The Executive Office shall have overall responsibility for the strategy that underpins this policy and shall determine the procedure to be followed when considering its support for the different activities arising from this policy.

Staff are actively encouraged to contribute to and inform the strategy and activities arising from this policy.

The FutureQuals designated Equality, Diversity and Inclusion representative is Lisa Cain, Executive Office Manager.

## **7. Policy**

Our commitment to equality, diversity and inclusion means that:

- We will ensure that all our policies and procedures are inclusive, transparent, and non-discriminatory.
- We will actively promote diversity and inclusion in all our operations and seek to eliminate discrimination, harassment, and victimisation.
- We will provide equal opportunities for all learners to access our qualifications, irrespective of their background, gender, age, disability, religion, or sexual orientation.
- We will ensure that our assessment procedures are fair, objective, and free from bias.
- We will ensure that our staff members receive appropriate training on equality and diversity issues to enable them to provide a supportive and inclusive environment for all learners.
- We will actively monitor and review our policies and procedures to ensure that they are effective in promoting equality and diversity.
- We will ensure that any complaints or allegations of discrimination, harassment, or victimisation are taken seriously and dealt with promptly, confidentially, and fairly.
- We will regularly review and update our policy to reflect changes in legislation, best practice, and stakeholder feedback.

To implement our policy, we will:

- Provide training to our staff members on equality and diversity issues to ensure that they are aware of their responsibilities and the potential impact of their actions on learners and colleagues.
- Monitor and review our policies and procedures regularly to ensure that they are effective in promoting equality and diversity and making any necessary changes.
- Ensure that all our marketing and communication materials are inclusive, non-discriminatory, and accessible to everyone.
- Provide reasonable adjustments to support learners with disabilities or specific needs to access our qualifications.

All employees are expected to:

- familiarise themselves with the content of this policy;
- treat all stakeholders with dignity, respect and courtesy;
- contribute towards a positive working culture;
- challenge or report unacceptable behaviour;
- be mindful of others when expressing views;
- cooperate with investigations into harassment and bullying.

All stakeholders can expect to:

- be treated with dignity, respect and courtesy;
- be able to work, free from unfair treatment, bullying, harassment or victimisation;
- be valued for their skills, abilities and experiences.

## **8. Monitoring and evaluation of the policy**

*(What we do, how we implement the policy, data collection, storage and sharing)*

The tools we use for implementing and monitoring policies, procedures and processes include regular meetings at operational and senior level. Each policy, procedure or process is assigned to a manager who is responsible for its successful operation, addressing any issues arising from it and evaluating its effectiveness in meeting its purpose. This forms part of the controls that guide our business to ensure compliance with legislative and regulatory requirements.

Data required in support of a policy, procedure or process is held in line with the FutureQuals Data Protection Policy (Privacy Standard) based on GDPR best practice.

Policies are stored on Share Point. Additionally, in line with our Business Continuity Plan, a hard copy of every policy is held in the Executive Office, should IT systems fail. It is the responsibility of the Executive Office Manager to ensure that the latest version of a policy (or procedure/process) is available in hard copy.

## Review

This policy shall be reviewed periodically by the Executive Management Team, or updated should there be any changes to legislation, regulation or custom and practice and presented to the Executive Team (or Advisory Board) for approval



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