



WORKS 4 U

Employee Equality, Diversity & Inclusion Policy

Our Commitment

Works4U is committed to fostering an inclusive environment where diversity is celebrated, and everyone is treated with fairness, dignity, and respect. We embrace individual differences and aim to ensure that all employees and learners—regardless of gender, gender identity, disability, ethnicity, religion or belief, sexual orientation, marital or transgender status, age, or nationality—feel valued and supported.

We are dedicated to promoting equality, diversity and inclusion (EDI) across our workforce and learner community, and to eliminating unlawful discrimination in line with the Equality Act 2010 and any subsequent legislation and statutory guidance, including updates implemented in 2025.

Purpose of This Policy

This policy aims to:

1. Ensure equality, fairness, and respect for all in our employment and education services, whether temporary, part-time, full-time, or on placement.
2. Uphold our legal responsibilities and not discriminate unlawfully based on any of the nine protected characteristics:
 - Age
 - Disability
 - Gender reassignment
 - Marriage or civil partnership
 - Pregnancy and maternity
 - Race (including colour, nationality, ethnic or national origin)
 - Religion or belief
 - Sex
 - Sexual orientation
3. Prevent and address all forms of unlawful discrimination, including in:
 - Recruitment, selection, training, and promotion
 - Pay and benefits
 - Terms and conditions of employment
 - Dealing with grievances or disciplinary matters
 - Dismissals, redundancies, and restructures
 - Flexible working and family-related leave

Our Core Commitments

1. Promote EDI as core principles of good practice and essential to a thriving, inclusive learning and working environment.
2. Foster a culture of dignity and respect, ensuring the contributions of all individuals are valued and recognised.
3. Maintain a zero-tolerance approach to bullying, harassment, victimisation or unlawful discrimination by or against learners, staff, visitors or members of the public.
4. Ensure that serious breaches, including sexual harassment or criminal offences under the Protection from Harassment Act 1997, are addressed swiftly through formal disciplinary procedures and referred to authorities where required.
5. Ensure equal access to training, development and progression for all staff and learners to support their growth and full participation.
6. Make merit-based decisions while recognising and accommodating any necessary exemptions permitted by law.
7. Review and update employment and training policies regularly in line with changes in legislation or best practice.
8. Monitor the makeup of our workforce and learner population to ensure equity across age, sex, ethnicity, disability, religion/belief, and other key characteristics. This includes evaluating how effectively our EDI policies are being implemented in practice.

Support for SEND Learners and Individual Needs

In line with our EDI principles, Works4U ensures all learners with Special Educational Needs and Disabilities (SEND) or individual needs are supported through:

- Individualised risk assessments and support plans
- Reasonable adjustments in line with the SEND Code of Practice
- Visual, accessible, and differentiated resources and communication
- Safe, inclusive learning spaces with appropriate supervision
- Regular reviews and collaboration with parents, carers, and support agencies

Grievances and Complaints

We take all complaints of discrimination, bullying, and harassment seriously. These will be dealt with under the organisation's grievance and disciplinary procedures available at:

 <https://works4u.org.uk/what-we-offer/policies/>

Employees and learners retain the right to pursue complaints with relevant external bodies or employment tribunals, within legal timeframes, without prejudice.

Policy Governance

This policy is endorsed by Works4U's Senior Management and Advisory Board and is reviewed annually or in response to legal changes or organisational developments.

This policy is aligned with our wider Equality and Inclusion policies for learners and service users and is embedded in the Works4U mission statement and organisational values.