

# EQUALITY AND DIVERSITY POLICY

*Issued By Gemma Kemp    Last Review: November 2025    Review date November 2026*

---

## Scope and purpose

The equality and diversity policy applies to all staff and learners at Salutem. The purpose of the policy is to inform staff and Learners of how Salutem will fulfil its statutory duties to promote equality of opportunity and avoid discrimination in line with the requirements of the Equality Act 2010.

### 1. Introduction

This policy describes how Salutem will fulfil its statutory duties to promote equality of opportunity and avoid discrimination. It demonstrates how it is placing the promotion of equality and diversity at the centre of all aspects of its work. It is intended to meet the requirements of the Equality Act 2010 which legally protects people from discrimination in the workplace and wider society.

#### 1.1. Legislative context

Nine main pieces of legislation have been merged to form the Equality Act 2010:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Employment Equality (Religion or Belief) Regulations 2003
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Age) Regulations 2006
- the Equality Act 2006, Part 2
- the Equality Act (Sexual Orientation) Regulations 2007

### 2. Section 2 – Learner and staff profile in relation to ethnicity, gender, disability and age.

Current Learner and staff profiles can be found in the Equality and Diversity Annual Report.

### 3. Section 3 – The General Duties

The Equality Act protected characteristics

- Age
- Disability
- Gender reassignment

- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage or Civil Partnership

#### 4. Section 4 – Information Gathering and Monitoring Arrangements

Data collection on Learners and staff is done by the administrator. All data collected is subject to Data Protection but used generically and aggregated to support improvements and target setting. Use of specific information is tightly controlled, is circulated only on a need-to-know basis, with the permission of the person and with strict guidelines for its storage and retrieval.

#### 5. Section 5 – Division of Responsibilities

The Operations Director has overall responsibility for leading the policy and ensuring that this policy is considered when recruiting staff.

##### 5.1. All staff are responsible for ensuring that:

- They are aware of Salutem's statutory duties in relation to equality legislation
- All aspects of Salutem policy and activity are sensitive to equality issues
- Monitoring information is collected and analysed
- Internal verification procedures include scrutiny of equality issues
- Curriculum areas are required to assess performance in relation to equality and take action as appropriate.
- The procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities
- Salutem's publicity materials present appropriate and positive messages
- Learner induction programmes and tutorial programmes reflect Salutem's commitment to promote equality of opportunity
- Appropriate training and development are provided to support the appreciation and understanding of diversity.

##### 5.2. Staff are responsible for ensuring that:

- They are aware of Salutem's statutory duties in relation to equality legislation
- Their schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of equality
- They challenge inappropriate behaviour by learners, work placement providers, outside contractors or other members of staff
- Salutem and each of its individual staff confront discrimination, whether witting or unwitting, whenever it occurs.



## 6. Section 6 – Promotion, engagement, and training

### 6.1. To learners:

- All learners receive a copy of the equal opportunities policy during induction.
- The induction programmes for learners highlight Salutem's commitment to equality of opportunity, the action to be taken by learners who suffer discrimination and the action to be taken against such perpetrators of discrimination
- Tutors will reinforce this information during tutorials, in class or during work-based monitoring visits.
- Refresher training is embedded into the curriculum

### 6.2. To work placement providers:

- All work placement providers will receive a copy of the policy and will be asked to signify their understanding of, and agreement to, these responsibilities

### 6.3. To staff:

- All staff will receive a full copy of the policy
- The staff induction programme highlights Salutem's commitment to equality, action to be taken by staff who suffer discrimination and the action to be taken against any perpetrators of such discrimination
- A summary of the results of our monitoring information will be included in the Equality & Diversity Annual Report
- All staff undertake annual Equality and Diversity training

## 7. Section 7 - Complaints

- Salutem seeks to provide a supportive environment for those who make claims of discrimination or harassment on the grounds of age, disability, sex, sexual orientation, gender reassignment, race, religion, or belief.
- Acts of discrimination (direct, indirect, by association or by perception), harassment, victimisation or abuse will be treated as a serious disciplinary offence.
- Staff or learners, who feel they are being discriminated against by other members of staff or by other learners, should raise the matter in writing to the Operations Director, which will, if the accusation is upheld, be treated as a serious disciplinary offence. If the complaint is against the Operations Director, they should raise the matter in writing with the Managing Director.
- If, in the course of their work, members of staff suffer discrimination from members of the public, the Company will take appropriate action and provide appropriate support.
- Any discriminatory behaviour directed against staff by learners, or by learners against other learners, will be dealt with under the disciplinary procedure.



**Salutem**  
Your training partner

Salutem Limited  
Catherine St  
Aston  
Birmingham  
B6 5RS

Tel: 0121 326 1450

#### 8. Section 8 - Review and Consultation

This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice.

Signed by Gemma Kemp  
Director