

## Headway Tutors Equal Opportunities, Diversity, and Inclusion Policy

### Policy Statement

Headway Tutors is committed to fostering an inclusive environment that promotes equality, values diversity, and ensures that all individuals are treated with respect and dignity. This policy sets out our commitment to providing equal opportunities in all aspects of our business and services, free from discrimination, harassment, and victimisation.

We recognise the benefits of a diverse workforce and student body, and we are dedicated to promoting a culture where everyone can thrive, regardless of their background or personal characteristics. Our policy is underpinned by the principles of fairness, respect, and inclusivity, and is in full compliance with UK legislation.

### Purpose and Scope

The purpose of this policy is to ensure that all employees, tutors, students, parents, and other stakeholders understand Headway Tutors' commitment to equality, diversity, and inclusion. This policy applies to all employees, contractors, students, and anyone working on behalf of Headway Tutors. It covers all aspects of employment and service provision, including recruitment, selection, training, promotion, and service delivery.

### Legal Framework

This policy is based on the following UK legislation and guidance:

- Equality Act 2010
- Human Rights Act 1998
- Special Educational Needs and Disability Regulations 2014
- GDPR and Data Protection Act 2018
- Employment Rights Act 1996
- Rehabilitation of Offenders Act 1974

### Our Commitment

Headway Tutors is committed to:

#### 1. Eliminating Unlawful Discrimination

We will not tolerate any form of discrimination on the grounds of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

#### 2. Promoting Equality of Opportunity

All individuals will be given equal opportunity to participate fully in all activities of Headway Tutors, whether as employees, tutors, or students. We aim to ensure that no one is treated less favourably because of any protected characteristic.



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### 3. Valuing Diversity

We recognise, respect, and value the diverse backgrounds, perspectives, and experiences of our employees, tutors, and students. We believe that diversity enhances creativity, innovation, and performance.

### 4. Promoting Inclusion

We strive to create an environment where all individuals feel included and able to contribute. This includes providing reasonable adjustments to ensure accessibility for all.

### Responsibilities

- Management: The management team is responsible for ensuring compliance with this policy and promoting a culture of equality, diversity, and inclusion throughout Headway Tutors.
- Employees and Tutors: All employees and tutors are expected to behave in a manner that upholds the principles of this policy and contributes to a positive, inclusive environment.
- EDI Officer: The EDI Officer (or designated representative) will oversee the implementation of this policy, monitor its effectiveness, and handle any complaints or concerns.

### Implementation and Communication

This policy will be communicated to all new and existing employees, tutors, and stakeholders. It will be reviewed annually to ensure it remains relevant and compliant with current legislation and best practices.

### Recruitment and Selection

- Recruitment and selection procedures are designed to ensure that applicants are treated solely based on their skills and abilities. Shortlisting and selection criteria will be applied consistently to all applicants.
- Job advertisements will include a statement promoting equality and diversity and will be accessible to underrepresented groups.

### Training and Development

- All employees and tutors will receive training on EDI to understand their responsibilities and the importance of an inclusive culture.
- We will provide opportunities for continuous professional development that promote personal and professional growth in an inclusive setting.

### Service Provision

- We will make reasonable adjustments to our tutoring services to meet the needs of students with disabilities or additional learning needs.
- Our services will be designed to be inclusive and accessible, and we will ensure that all marketing materials reflect our commitment to equality and diversity.



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### **Monitoring and Reporting**

- Headway Tutors will monitor the implementation of this policy and gather feedback through regular surveys, focus groups, and consultations.
- Data on the diversity of our workforce, students, and service users will be collected and analysed to identify trends and areas for improvement.

### **Handling Complaints**

- Any complaints or concerns regarding discrimination, harassment, or victimisation will be taken seriously and handled in accordance with our grievance procedures.
- Employees and tutors are encouraged to report any breaches of this policy without fear of retaliation. We will ensure confidentiality and fair treatment during the investigation process.

### **Review and Continuous Improvement**

This policy will be reviewed annually, or more frequently if required, to ensure that it remains relevant and effective. Changes to the policy will be communicated to all stakeholders.

### **Conclusion**

Headway Tutors is dedicated to creating an inclusive, respectful, and supportive environment for all employees, tutors, and students. We are committed to continuous improvement and will work to ensure that our commitment to equality, diversity, and inclusion is upheld in everything we do.