Equal Opportunities and Diversity Policy

March 2025

Doc Name: CIFA Education Ltd Equal Opportunities and Diversity Policy

Doc Number: EQDP

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1. **Introduction:**

   CIFA Education Ltd is committed to promoting equal opportunities and diversity in all aspects of its operations. We strive to create an inclusive environment where all individuals are treated fairly and with respect, regardless of their background, characteristics or circumstances.

2. **Scope:**

   This policy applies to all students, employees and contractors associated with CIFA Education Ltd. It covers all aspects of student enrolment, staff recruitment, professional conduct and service provision.

3. **Legal and Regulatory Framework:**

   This policy aligns with the Equality Act 2010 and other relevant UK legislation, ensuring compliance with our regulatory obligations. It also integrates with our existing GDPR and Compliance policy. **Please refer to Doc Ref: GDPR.**

4. **Principles of Equality and Diversity:**

    We are committed to:

   ● Ensuring fairness in decision-making processes.

   ● Providing equal access to learning and professional opportunities.

   ● Eliminating discrimination, harassment, and victimisation.

   ● Promoting a culture of respect, inclusion and tolerance.

5. Responsibilities:

   ● The Compliance Officer ensures adherence to this policy.

   ● Managers and staff promote equality within their roles.

6. Recruitment and Employment:

   ● Hiring processes are based on merit, skills and qualifications.

   ● Reasonable adjustments are made to support applicants and employees with disabilities. **Please refer to our Reasonable Adjustments and Special Considerations Policy. DOC Ref: RASC**

   ● Training is provided to ensure diversity awareness among staff.

7. Student Enrolment and Support

- Enrolment is conducted fairly, without bias or discrimination.

- Reasonable adjustments are available for students with specific needs.

- Additional Support services are available to ensure an inclusive and accessible online experience.

8. Inclusive Online Learning Environment

- Course materials and platform accessibility are designed to accommodate diverse needs.

- Tutors are trained in diversity and inclusive online teaching practices.

- The online platform is designed to be user-friendly and accessible to all students, including those with disabilities or other learning needs.

9. Discrimination, Harassment, and Bullying

- Any form of discrimination, harassment, or bullying is strictly prohibited.

- Reports of misconduct are investigated promptly and confidentially.

- Disciplinary action is taken where necessary to maintain a safe and inclusive environment.

10. Complaints and Reporting Procedures

- Individuals can report concerns through formal and informal channels.

- Complaints are handled impartially, ensuring confidentiality and fairness. **Please refer to our Complaints Feedback and Policy. (Doc Ref: CFP)**

- Outcomes are communicated transparently to all parties involved.

11. Monitoring and Review

- This policy is reviewed annually to ensure ongoing compliance and effectiveness.

- Feedback from students and staff is considered in policy updates.

- Regular audits ensure alignment with best practices and legal standards.