



Equality, Diversity and Inclusion Policy

Kate's Training CIC

1. Policy Statement and Commitment

Kate's Training CIC is committed to equality, diversity and inclusion in its governance, employment, partnerships and delivery of training and related services. We will treat people with dignity and respect, value different experiences and perspectives, remove avoidable barriers, and oppose unlawful discrimination, harassment and victimisation.

We aim to create environments in which trustees or directors, employees, workers, volunteers, contractors, learners, clients, visitors and partners can participate fairly and feel respected. Decisions will be based on relevant, objective criteria and individual circumstances.

2. Policy Purpose and Objectives

This policy sets out how Kate's Training CIC will:

- provide equality, fairness and respect in work and service delivery;
- prevent unlawful discrimination and other unacceptable conduct;
- make training and information accessible and inclusive;
- support reasonable adjustments and respond to individual needs;
- provide clear routes for raising concerns; and
- monitor practice and improve outcomes.

3. Scope and Application

This policy applies to all directors, employees, workers, volunteers, contractors and anyone acting on behalf of Kate's Training CIC. It also guides our relationships with job applicants, learners, prospective learners, clients, visitors, suppliers, delivery partners and the wider community.

It applies to recruitment and selection, induction, pay and benefits, working arrangements, training, development, promotion, conduct, discipline, grievances, termination, procurement, marketing, admissions or enrolment, assessment, learning materials, facilities, online delivery and all other CIC activities.

4. Legal Framework and Protected Characteristics

This policy is informed by the [Equality Act 2010](#) and other applicable UK legislation and guidance. The Act protects people from discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race—including colour, nationality, and ethnic or national origin—religion or belief, sex, and sexual orientation.

Kate's Training CIC will not tolerate direct or indirect discrimination, harassment or victimisation. We will also guard against discrimination arising from disability and discrimination based on association or perception, where relevant under law. Bullying or other conduct that undermines dignity may breach this policy even where it is not unlawful.

5. Organisational Commitments

- Promote a culture of dignity, respect, inclusion and zero tolerance of unlawful discrimination.
- Use fair, transparent and proportionate criteria for employment, learner participation, assessment, progression and access to services.
- Provide reasonable adjustments for disabled people and consider access needs proactively.



- Design and deliver training that uses inclusive language, varied examples and accessible formats, and that avoids stereotypes.
- Make communications, venues, digital platforms and learning activities as accessible as reasonably practicable.
- Consider lawful positive action where evidence shows disadvantage, different needs or under-representation.
- Choose and manage contractors, suppliers and partners in a way consistent with this policy.
- Handle personal and equality-monitoring information lawfully, confidentially and only for legitimate purposes.
- Provide appropriate equality, diversity and inclusion information or training to people with responsibilities under this policy.
- Take concerns seriously, protect people from retaliation, and act promptly and fairly.

6. Inclusive Training and the Learner Experience

We will ask learners and clients how we can support access and participation, without requiring unnecessary disclosure. Reasonable adjustments may include accessible materials, additional time, assistive technology, changes to delivery methods, rest breaks, a suitable venue or an alternative way to take part, depending on individual need and what is reasonable.

Trainers will establish respectful participation expectations, challenge discriminatory language or behaviour, and use assessment arrangements that are valid, consistent and free from avoidable bias. Where an essential learning outcome or competence standard cannot be changed, we will still consider adjustments to how it is taught or assessed where the law permits.

7. Recruitment, Employment and Volunteering

Recruitment, selection, development and progression will be based on role requirements, competence and objective evidence. Vacancies will be advertised and assessed fairly; interview or assessment adjustments will be offered where needed. Terms, access to development, conduct processes and decisions about ending a working relationship will be applied consistently and without unlawful discrimination.

Everyone working for or with the CIC must behave in accordance with this policy when dealing with colleagues, learners, clients, partners, suppliers and the public, including in person, online, in messages and at work-related events.

8. Roles, Responsibilities and Accountability

8.1 Board of Directors: Governance and Oversight

The Board is accountable for approving this policy, providing oversight, considering equality implications in significant decisions, allocating appropriate resources and reviewing progress.

8.2 Director or Designated Equality Lead

The policy owner is responsible for implementation, advice, recording and coordinating reasonable adjustments, arranging training, handling or assigning investigations, monitoring themes and reporting material issues to the Board.

8.3 Managers, Trainers and Programme Leads

People leading others or delivering services must put this policy into practice, plan for accessibility, respond to concerns, seek advice when needed and ensure that decisions can be explained by relevant evidence.



8.4 Responsibilities of Everyone Covered by This Policy

Everyone must treat others with dignity, complete required learning, cooperate with reasonable adjustments, challenge or report inappropriate conduct where safe to do so, and never retaliate against a person who raises or supports a concern.

9. Reporting and Responding to Concerns

Anyone who experiences or witnesses discrimination, harassment, victimisation, bullying or an accessibility barrier should raise the matter as soon as reasonably practicable. Concerns may be raised informally or formally with the Director or designated Equality Lead, **Kate Gorski**, at kate@katestraining.uk.

If the concern involves the Director or designated Equality Lead, it should be reported to one of the Deputy Designated Safeguarding Leads: **Katherine Metcalfe** at katmetcalfe.katestraining@gmail.com, or **Eniola Adelakun** at eniolaadelakun.katestraining@gmail.com.

Employees and workers may also use the CIC's grievance or dignity-at-work procedure. Learners, clients and members of the public may use the complaints procedure. Kate's Training CIC will acknowledge concerns, consider any immediate safeguards or adjustments, investigate proportionately, allow the parties to provide relevant information, communicate an outcome and explain any available review or appeal route.

Information will be shared only where there is a legitimate need, subject to legal obligations and a fair process. Absolute confidentiality cannot be promised. Malicious allegations may be addressed under the appropriate conduct procedure, but a concern raised honestly will not attract a penalty merely because it is not upheld.

10. Policy Breaches and Consequences

Breaches by employees, workers or volunteers may result in action under the relevant disciplinary or conduct process, up to and including dismissal or termination of the relationship where justified. Breaches by contractors, suppliers, learners or partners may lead to corrective action, removal from an activity or ending an agreement, subject to fairness, proportionality and any contractual or legal requirements.

11. Monitoring, Data Management and Continuous Improvement

Where lawful, necessary and proportionate, the CIC may monitor recruitment, workforce, learner access, participation, outcomes, reasonable-adjustment requests, complaints and feedback. Equality data will normally be analysed in aggregated or anonymised form, stored securely, accessed only by authorised people and retained in line with the CIC's data-protection arrangements.

The policy owner will review themes, identify disproportionate outcomes or barriers, agree actions and report significant findings to the Board. Monitoring will not be used to make assumptions about an individual.

12. Communication, Policy Review and Related Documents

This policy will be made available to relevant staff, volunteers, contractors, learners and partners in an accessible format on request. It will be reviewed at least annually and sooner following a significant legal, organisational or service change, a serious incident, or evidence that it is not working effectively. This policy should be read alongside other organisational policies.

Policy owned and approved by	Board of Directors at Kate's Training CIC
Policy team	K. Gorski, K. Metcalfe, D. Gorski, E. Adelakun
Main contact	Kate Gorski, kate@katestraining.uk , 0161 706 2276, 07362 512257
Effective date	1 st September 2026



Next review	1 st September 2027, or as and when required
Applies to	Everyone involved in delivering, supporting or using our services