

Equality and Diversity Policy

The Procurement Academy is committed to encouraging equality and diversity in our workforce and eliminating unlawful discrimination. The aim is for our workforce and learner groups to be genuinely representative of all sections of society. We want our learners, and each employee to feel respected and able to give their best.

Our organisation - in providing training and development services - is committed against unlawful discrimination in the recruitment of students and apprentices to our programmes as well as the recruitment of our employees

We create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff & associates are recognised and valued.

The Procurement Academy takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities

The Policy's purpose is to:

Provide equality, fairness, and respect for all in our employment and in our training and development process, whether temporary, part-time, or full-time.

Not unlawfully discriminate because of the Equality Act 2010 updated in 2023 the nine protected characteristics 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 (gender) and sexual orientation.

Oppose and avoid all forms of unlawful discrimination through proactive engagement with our employer clients, our apprentice clients, and our employees through training & development, both within and outside of our formal tuition programmes.

This includes in pay and benefits, terms, and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.

PROMOTION OF OUR EQUALITY AND DIVERSITY POLICY

The Academy makes provisions for training, development, and progress available to all staff, associates, and learners, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency and effectiveness of the organisation.

Our policy is promoted on our website and is contained in our Learning management system.

- It is made clear that any decisions concerning staff & and learners are based purely on merit.
- We encourage equality and diversity in the workplace as they are good practice and make business sense.
- Our policy and how it should be interpreted and applied forms part of our employee onboarding process.

ACHIEVING COMMITMENT TO EQUALITY & DIVERSITY

Review

Our policy is to review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

Training

This commitment includes training managers and all other employees about their rights and responsibilities under the Equality policy.

Responsibilities include staff & associates conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

Equality & Diversity is part of our current training syllabus and is provided to both employees and apprentices.

Monitoring

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

We will monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

We will also monitor the makeup of our apprenticeship cohorts to ensure the same levels of fairness.

Management support

The equality policy is fully supported by senior management and has been agreed with employees and associates.

All staff & associates understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, students, suppliers and the public.

What to do

Such acts will be dealt with as misconduct under the organisation's grievance and disciplinary procedures, and any appropriate action will be taken.

Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

The details of our commitment to equality and diversity are policy is provided in the Learner Handbook provided to all apprentices on our programmes and is detailed on our website.

Grievances of any nature should be formally raised through our organisation's grievance, and disciplinary procedures which can be found in the Learners Handbook and on our website www.theprocurementacademy.com/policies. This includes with whom a student, associate or employee should raise a grievance.

DOCUMENT CONTROL				
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