Equal Opportunities and Diversity Policy

Company Name	QT Education
Policy Name	Equal Opportunities and Diversity Policy
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Policy Statement

QT Education embraces diversity and is committed to promoting equality of opportunity in all aspects of its business activities. We believe that a diverse workforce and inclusive culture enhance creativity, performance, and outcomes for our employees, candidates, and clients.

QT Education aims to create a working and recruitment environment in which all individuals are treated with dignity and respect, free from unlawful discrimination, harassment, or victimisation. We will take all reasonable steps to ensure equality of opportunity in recruitment, selection, employment, and engagement.

This policy applies to all employees, workers, contractors, temporary workers, candidates, and applicants.

Legal Framework

QT Education operates in accordance with the Equality Act 2010 and other relevant employment legislation. We will not unlawfully discriminate on the basis of any protected characteristic, namely:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

QT Education will also not discriminate on the basis of an individual's membership or non-membership of a trade union.

All staff have a responsibility to comply with this policy. Breaches may result in disciplinary action, up to and including dismissal.

Recruitment and Selection

QT Education is committed to fair and objective recruitment and selection processes. We will:

- Recruit based on merit, qualifications, skills, and ability to perform the role
- Avoid unnecessary requirements that could disadvantage particular groups
- Use inclusive recruitment methods and appropriate advertising channels
- Ensure selection decisions are based solely on job-related criteria

QT Education will not accept or act upon instructions from clients that would result in unlawful discrimination. Where a client asserts that a protected characteristic is an occupational requirement, written confirmation and objective justification will be required before proceeding.

Types of Discrimination

Direct Discrimination

Direct discrimination occurs when an individual is treated less favourably because of a protected characteristic, whether actual, perceived, or due to association with someone who has a protected characteristic.

It is unlawful for QT Education to discriminate:

- In the terms on which services are offered
- By refusing or deliberately omitting to provide services
- In the way services are provided

Indirect Discrimination

Indirect discrimination occurs when a provision, criterion, or practice (PCP) is applied which places individuals sharing a protected characteristic at a particular disadvantage, unless it can be objectively justified as a proportionate means of achieving a legitimate aim.

QT Education will not apply or accept indirectly discriminatory practices without lawful justification.

Harassment

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment. This includes unwanted conduct of a sexual nature.

Examples of harassment include, but are not limited to:

- Offensive jokes, comments, or language
- Unwanted sexual advances
- Derogatory or inappropriate images or materials
- Physical assault or unwanted touching
- Threats, coercion, or retaliation for raising concerns

QT Education will not tolerate harassment by employees, workers, clients, candidates, or third parties.

Victimisation

Victimisation occurs when an individual is treated unfavourably because they have carried out a protected act, such as making a complaint of discrimination, supporting a complaint, or giving evidence.

QT Education will not tolerate victimisation of any kind.

Reporting Concerns and Complaints

Any individual who believes they have experienced discrimination, harassment, or victimisation should report the matter as soon as possible.

Complaints should be raised with:

> **Designated Contact:** Rosalyn Tharme or Jon Farrant
> 01275 844842 | teachers@qteducation.co.uk

Where the complaint involves the designated contact, an alternative senior manager should be approached.

All complaints will be treated seriously, handled confidentially where possible, and investigated promptly and fairly. Appropriate action will be taken where misconduct is identified.

Disability and Reasonable Adjustments

QT Education recognises its duty to make reasonable adjustments for disabled employees, workers, and candidates.

A failure to make reasonable adjustments may occur where a provision, criterion, practice, or physical feature places a disabled person at a substantial disadvantage compared with non-disabled persons.

Reasonable adjustments may include:

- Modifying application, assessment, or interview processes
- Allowing additional time for tests or assessments
- Providing accessible formats or support (e.g. reader, interpreter)
- Adjusting working arrangements or interview locations

QT Education will not discriminate against a disabled person in recruitment, employment, training, promotion, or any other aspect of engagement.

Age Discrimination

QT Education will not discriminate, harass, or victimise any individual because of age. This protection applies equally to all age groups.

Job advertisements and selection criteria will focus on skills, competencies, and experience rather than age. Age or date of birth data will only be collected for lawful monitoring purposes or where required by legislation and will not be used in decision-making.

Part-Time Workers

QT Education is committed to ensuring that part-time workers are treated no less favourably than full-time workers, except where different treatment can be objectively justified.

This includes equal treatment (on a pro-rata basis where applicable) in relation to:

- Pay and benefits
- Holiday and leave entitlements
- Training and development
- Redundancy and promotion opportunities

Gender Reassignment

QT Education supports employees and workers who are undergoing, have undergone, or intend to undergo gender reassignment.

We will:

- Take steps to prevent discrimination or harassment
- Respect confidentiality at all times
- Provide support and reasonable workplace adjustments where appropriate

Any individual experiencing discrimination related to gender reassignment may raise the matter under the Company's grievance procedure.

Recruitment of Ex-Offenders

Where QT Education is registered with the Disclosure and Barring Service (DBS) and entitled to request criminal record checks, we will comply with the DBS Code of Practice.

Having a criminal record will not automatically exclude an individual from employment or engagement. Decisions will be made fairly, taking into account the nature of the role and the relevance of any convictions.

Monitoring and Data Protection

QT Education may monitor recruitment and workforce data to assess the effectiveness of this policy. Any monitoring will be conducted in accordance with UK data protection legislation. Information will be used solely for equality monitoring purposes and handled confidentially.

Training and Review

QT Education will provide appropriate training to staff on equal opportunities and diversity.

This policy will be reviewed regularly to ensure ongoing compliance with legal requirements and best practice.