

Equality and Diversity

Integritas Education Ltd embraces diversity and aims to promote the benefits of diversity in all of our business activities. We seek to develop a business culture that reflects that belief.

We will expand the media in which we recruit to in order to ensure that we have a diverse employee and candidate base.

Integritas Education Ltd is committed to diversity and will promote diversity for all employees, workers and applicants. We will continuously review all aspects of recruitment to avoid unlawful discrimination.

Integritas Education Ltd will treat everyone equally and will not discriminate on the grounds of an individual's "protected characteristic" under the [Equality Act 2010 \(the Act\)](#)

We will not discriminate on the grounds of an individual's membership or non-membership of a Trade Union. All staff have an obligation to respect and comply with this policy.

Integritas Education Ltd is committed to providing training for its entire staff in equal opportunities and diversity. **Integritas Education Ltd** will avoid stipulating unnecessary requirements which will exclude a higher proportion of a particular group of people and will not prescribe discriminatory requirements for a role.

Integritas Education Ltd will not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers.

Integritas Education Ltd will ensure that each candidate is assessed in accordance with the candidate's merits,

qualifications and ability to perform the relevant duties for the role.

Integritas Education Ltd will use best endeavours to comply with the Act and will not accept instructions from clients that will result in unlawful discrimination.

Harassment

Under the [Act](#), harassment is defined as unwanted conduct that relates to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Integritas Education Ltd is committed to providing a work environment free from unlawful harassment.

Integritas Education Ltd will ensure that consultants do not harass any individual.

If an individual believes that they have been unlawfully harassed, they should make an immediate report to **The Managing Director** followed by a written complaint as soon as possible after the incident.

The details of the complaint should include:

Details of the incident

Name(s) of the individual(s) involved

Name(s) of any witness(es)

Integritas Education Ltd will undertake a thorough investigation of the allegations. If it is concluded that harassment has occurred, remedial action will be taken.

All employees and workers will be expected to comply with **Integritas Education Ltd.**'s policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary action.

Any individual who **Integritas Education Ltd** finds to be responsible for harassment will be subject to the disciplinary procedure and the sanction may include termination.

Integritas Education Ltd will ensure that consultants do not victimise any individual.

Wherever possible **Integritas Education Ltd** will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled employees and workers. However, this may not always be feasible, due to circumstances creating such difficulties as to render such adjustments as being beyond what is reasonable in all the circumstances.

Integritas Education Ltd will not discriminate against a disabled person:

in the arrangements i.e. application form, interview or arrangements for selection for determining whom a job should be offered; or

in the terms on which employment or engagement of temporary workers is offered; or
by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or

in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or

by subjecting the individual to any other detriment (detriment will include refusal of training or transfer, demotion, reduction of wage, or harassment).

Integritas Education Ltd will make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.

Integritas Education Ltd will not discriminate directly or indirectly, harass or victimise any person on the grounds of their age. We will encourage clients not to include any age criteria in job specifications and every attempt will be made to encourage clients to recruit on the basis of competence and skills and not age.

Integritas Education Ltd is committed to recruiting and retaining employees whose skills, experience, and attitude are suitable for the requirements of the various positions regardless of age.

PART-TIME WORKERS

This policy also covers the treatment of those employees and workers who work on a part-time basis, **Integritas Education Ltd** recognises that it is an essential part of this policy that part time employees are treated on the same terms, with no detriment, as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to our pension scheme. **Integritas Education Ltd** also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

GENDER REASSIGNMENT POLICY

Integritas Education Ltd recognises that any employee or worker may wish to change their gender during the course of their employment with the Company.

Integritas Education Ltd will support any employee or worker through the reassignment.

Integritas Education Ltd will make every effort to try to protect an employee or worker who has undergone, is undergoing or intends to undergo gender reassignment, from discrimination or harassment within the workplace.

Where an employee is engaged in work where the gender change imposes genuine problems, **Integritas Education Ltd** will make every effort to reassign the employee or worker to an alternative role in the Company, if so desired by the employee.

Any employee or worker suffering discrimination on the grounds of gender reassignment should have recourse to the Company's grievance procedure.