



Equality and Diversity Policy

Gtec Media Limited

Policy Version: 1.0

Review Date: Annually

Policy Owner: Gtec Media Limited Management

1. Policy Statement

Gtec Media Limited is committed to promoting equality, diversity, inclusion, dignity and respect in all aspects of its operations, including adult learning provision, digital training, IT services, research activities and workplace practices.

We are committed to ensuring that all learners, staff, contractors, partners and stakeholders are treated fairly and with respect regardless of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race, colour, nationality or ethnic origin
- Religion or belief
- Sex
- Sexual orientation
- Socio-economic background
- Ex-offender status
- Caring responsibilities
- Any other characteristic protected by law

We oppose all forms of unlawful discrimination, harassment, bullying and victimisation and will take appropriate action where concerns are identified.

2. Purpose

The purpose of this policy is to:

- Promote equality of opportunity for all learners and staff
- Foster an inclusive learning and working environment
- Remove barriers that may prevent participation or achievement
- Support underrepresented or disadvantaged groups
- Encourage respect, dignity and fairness
- Promote positive attitudes towards diversity
- Support learners to achieve their full potential
- Promote British Values in line with the OFSTED Education Inspection Framework

3. Legislative Compliance

This policy is designed to support compliance with relevant UK legislation including:

- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- Rehabilitation of Offenders Act 1974
- Special Educational Needs and Disability (SEND) legislation
- Prevent Duty Guidance
- Safeguarding legislation and guidance

4. Scope

This policy applies to:

- All employees
- Tutors and trainers
- Contractors and associates
- Learners
- Applicants

- Clients and stakeholders

It applies across all areas of Gtec Media Limited's activities including:

- Adult Skills and Learning provision
- Digital inclusion programmes
- Online learning delivery
- Remote and classroom-based training
- IT support services
- Research, insight and consultancy services
- Digital marketing and online advertising services

5. Commitment to Learners

Gtec Media Limited is committed to raising achievement for all learners by:

- Creating an inclusive and supportive learning environment
- Recognising individual learning needs and barriers
- Promoting learner confidence and participation
- Supporting digital inclusion and accessibility
- Using fair and transparent assessment practices
- Encouraging progression, employability and personal development
- Monitoring participation and achievement where appropriate

We recognise that some individuals and communities may face additional barriers to education, employment and digital participation. We aim to reduce those barriers wherever reasonably practicable.

6. Inclusion and Accessibility

We aim to make our services accessible and inclusive by:

- Delivering flexible learning opportunities
- Offering remote and tutor-led online learning
- Using clear and inclusive communication
- Making reasonable adjustments for disabilities or learning needs
- Supporting learners with varying levels of digital confidence
- Encouraging participation from disadvantaged and underrepresented groups

Reasonable adjustments may include:

- Additional learning support
- Flexible delivery methods
- Accessible learning materials
- Adjusted communication methods
- Extra time or support where appropriate

7. Protected and Underrepresented Groups

This policy specifically supports equality and inclusion for:

- Women and men
- People from all ethnic and cultural backgrounds
- Disabled people
- Older and younger adults where appropriate
- Transgender and non-binary individuals
- Ex-offenders seeking skills and progression opportunities
- Individuals with caring responsibilities
- People from disadvantaged or digitally excluded communities
- Individuals experiencing barriers to employment or education

Gtec Media Limited will not tolerate discrimination or exclusion against any individual or group.

8. British Values

Gtec Media Limited promotes British Values in accordance with the OFSTED Education Inspection Framework.

These values are embedded within our learning delivery and organisational culture:

Democracy

Encouraging learners to express views, participate respectfully and contribute to discussions.

Rule of Law

Promoting understanding of laws, responsibilities, online safety and respectful behaviour.

Individual Liberty

Supporting learners to make informed choices and develop confidence and independence.

Mutual Respect

Promoting respect for different backgrounds, opinions, cultures and lifestyles.

Tolerance of Different Faiths and Beliefs

Encouraging understanding, inclusion and respect for people of all religions, beliefs and backgrounds.

We also actively support safe and respectful online engagement, particularly within digital and social media learning programmes.

9. Recruitment and Employment

Gtec Media Limited is committed to fair and inclusive recruitment and employment practices.

We will:

- Recruit based on skills, experience and suitability
- Avoid discriminatory practices
- Promote equal access to opportunities
- Provide fair treatment throughout employment
- Support professional development for all staff

10. Responsibilities

Management is responsible for:

- Implementing this policy
- Promoting equality and inclusion
- Addressing complaints or concerns promptly
- Reviewing practices regularly

Staff and tutors are responsible for:

- Treating others with dignity and respect
- Challenging inappropriate behaviour where appropriate
- Promoting inclusive learning environments
- Following this policy at all times

Learners are expected to:

- Respect others
- Behave appropriately
- Avoid discriminatory or abusive behaviour

11. Complaints and Concerns

Any concerns relating to discrimination, harassment, bullying or unfair treatment will be taken seriously and investigated appropriately.

Appropriate action may include:

- Informal resolution
- Formal investigation
- Disciplinary action
- Removal from programmes or services where necessary

12. Monitoring and Review

This policy will be reviewed annually or sooner where legislation or operational requirements change.

Gtec Media Limited will continue to monitor and improve equality, diversity and inclusion practices across its services and learning provision.

13. Approval

Approved by: Gtec Media Limited Management

Effective Date: March 2026

Next Review Date: March 2027