

## **EQUALITY, DIVERSITY AND INCLUSION**

### **Policy**

Equality, diversity and inclusion are fundamental to cultural relations and as a facilitator of cultural exchange and experience, UKLC strives to have EDI at its heart. To have true equality, diversity and inclusion means that we need to foster an environment of mutual trust, respect and understanding whether it be with the people we employ, the companies and countries we work with or the students we host. We strive for alignment between what we say and what we do. Our vision is to have an inclusive culture that is fair, built on our skills of working with lots of different cultures and countries and ensures that everyone who comes into contact with UKLC, feels valued and respected.

We want our recruitment, training, sales process and operational delivery to demonstrate our commitment to EDI and encourage a supportive and inclusive culture amongst the whole team, temporary and permanent. It is within our best interests to promote diversity and eliminate discrimination in the workplace. We will ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result. This policy reinforces our commitment to providing equality and fairness to all in our employment or in attendance on our courses, and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation.

We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When selecting candidates for employment as per our recruitment policy or looking to make promotions, we will make decisions based on aptitude and ability.

All employees will be given help and encouragement to develop to their full potential and use their unique talents. In this way, the skills and resources of our whole organisation will be fully utilised and we will maximise the efficiency of the whole workforce.

All students and Group Leaders attending UKLC programmes will be informed of our vision and this policy and we will offer training and information about how they too can be involved.

### **Our commitments:**

- To create an environment in which individual differences and the contributions of everyone are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee and a learning environment that promotes tolerance and respect.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to everyone.
- To promote equality in the workplace, which UKLC believes to be good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To encourage employees, group leaders and students to treat everyone with dignity and respect.
- To regularly review all our practices and procedures so that fairness is maintained at all times.

We will inform all employees that an equality, diversity and inclusion policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, agents, group leaders, students and job applicants. This equality, diversity and inclusion policy is fully supported by senior management and will be monitored and reviewed regularly to ensure that these elements are continually being promoted in the workplace and throughout our centres.