

Equality and Diversity Policy



At Simian, we are committed to fostering an environment where every individual is treated with dignity and respect, regardless of their race, ethnicity, age, gender, sexual orientation, disability, religion, or any other characteristic. We believe that embracing diversity and promoting inclusion not only enriches our workplace culture but also enhances our ability to innovate and serve our customers effectively.

This Equality, Diversity, and Inclusion Policy outlines our commitment to promoting equality of opportunity, preventing discrimination, and eliminating harassment and victimisation in all aspects of employment and service delivery.

- Providing equality of opportunity for all stakeholders (including training delegates, apprentices, and employees) who interface with our business.
- The operation of an Equality and Diversity Policy in line with that of partners and other stakeholders.
- Communication of policies and procedures to all apprentices and other learners; employers, collaborative partners, and stakeholders.
- Initiating and developing equal and diversity activities.
- The provision of reports on matters concerning equality and diversity in the SIMIAN training and assessment centres to partners and other stakeholders.
- Offering a range of opportunities that enables as many people as possible to access our training and assessment programmes and services and to participate fully to provide safe and inclusive places to learn and work.
- Promoting good relations amongst people within the construction training and assessment community and the wider communities within which we work to help develop equality and diversity and positive action projects for the benefit of the wider community.

It is SIMIAN's policy to ensure that all employees and representatives are recruited, trained, and promoted on the basis of ability, the requirements of the job and similar objectives and criteria.

All applicants, apprentices and other learners will have an equal opportunity to access training courses, end-point assessment and learning opportunities. There will be no discrimination on the grounds of gender, marital status, age, race, colour, creed, ethnic or national origins, disability or spent criminal conviction.

This Policy will apply equally to employees and representatives, apprentices, other learners, and job applicants.

SIMIAN also operates within the context of the equality and diversity contractual requirements of a variety of stakeholder organisations and customers including the Education and Skills Funding Agency, lead training providers, OFSTED, awarding organisations and also the Matrix information, advice and guidance benchmark.

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The overall responsibility for monitoring the effectiveness of this Policy lies with Simian Directors (officers) and Leadership and Management Team.

2.0 Legislation

The Equality Act 2010 enforces both general and specific duties upon SIMIAN. The legislation applies not only to SIMIAN as an organisation but also to anyone working or undertaking training with SIMIAN and any partners, contractors, and stakeholders.

Equality is about ensuring individuals, or groups of individuals, are treated fairly in accordance with the Equality Act 2010 and the 9 protected characteristics outlined within the Act. Under the Equality Act 2010 the headings of age, disability, race, religion or belief, gender, sexual orientation, gender reassignment, marriage and civil partnership, and pregnancy and maternity are known as protected characteristics.

It is unlawful to discriminate directly or indirectly, victimise or harass members of staff, apprentices, other learners and customers because of the protected characteristics of age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation in the provision of training and assessment delivery. The definition of discrimination includes associative and perceptive discrimination.

All SIMIAN's employees and representatives have a responsibility for implementing the Equality and Diversity Policy and promoting and advancing equality and diversity of opportunity in all aspects of their work. All employees and other representatives, apprentices and other learners are personally responsible for their own acts of discrimination, harassment or victimisation carried out during their employment, whether or not SIMIAN is also liable.

All employees and representatives, apprentices and other learners are responsible for their own conduct and should ensure that their behaviour does not make any other person feel uncomfortable. Every employee and representative and every apprentice and other learner has a responsibility to question their own prejudices and assumptions. It is the duty of all employees and representatives, apprentices and learners to avoid unfair discriminatory practices, to challenge them in others and to accept personal responsibility for abiding by this Policy.

2.0 Procedure

SIMIAN will: –

- Fully recognise its legal obligations under the Equality Act 2010.
- Periodically review selection criteria and procedures to maintain a consistent approach to appointments and wherever possible, adopt measures to attract applications from the wider community.
- Provide support to enable any employee and other SIMIAN representative who believes that inequitable treatment has been applied to him or her within the scope of this Policy to raise the matter with SIMIAN management.
- Ensure that employees and other SIMIAN representatives understand the need for an Equality and Diversity Policy and promote their commitment to it.
- Ensure that all employees and other SIMIAN representatives involved in the recruitment and selection process, receive training in the application of this policy to ensure they are aware of its contents and provisions.
- Ensure that all applicants, apprentices and learners have an equal opportunity to access training, learning and end-point assessment and to demonstrate their attainments.
- Ensure that information about this Policy is communicated to all apprentices, learners, and external customers and stakeholders to encourage each person to own the responsibility of promotion and implementation of equality and diversity throughout SIMIAN.
- Ensure that all employees and other SIMIAN representatives receive appropriate training on their rights and responsibilities in relation to equality and diversity legislation and SIMIAN'S Equality and Diversity Policy. SIMIAN expects employees and other representatives to be aware of statutory duties in relation to equality and diversity.
- Ensure that pre-course screening takes place to ensure candidates' suitability for SIMIAN'S training programmes. Although training programmes may have eligibility and entry requirements as a pre-requisite for enrolment, these requirements will not preclude candidates with additional learning needs from accessing learning programmes. A wide range of teaching and assessment methodologies and reasonable adjustments may be adopted to take account of the needs of all apprentices and other learners and maximise opportunities for success.
- Ensure that the induction programme for apprentices and other learners highlight SIMIAN's commitment to equality and diversity, action to be taken by apprentices and learners who suffer discrimination and the action to be taken against any perpetrators of discrimination. All apprentices and learners will be made aware that they have a legal and moral responsibility to eliminate discrimination and harassment and to promote equality of opportunity and good relations between people from different backgrounds and communities and between different

equality groups. Bullying, harassment or any other discriminatory behaviour will not be tolerated.

- Ensure that employees and other SIMIAN representatives challenge any inappropriate behaviour by either apprentices, other learners, employers or other employees and representatives and intervene where they feel this would not put themselves at personal risk or harm.
- Ensure that employees and other SIMIAN representatives report all incidents SIMIAN management involving apprentices, other learners, employers or other employees and representatives where discrimination, harassment, bullying or victimisation has occurred relating to the protected characteristics of others. Such incidents may have occurred on or off any premises used by SIMIAN.

3.0 Training Delivery

It is the legal and ethical responsibility of all employees and other representatives to conduct their teaching, learning and end-point assessment activities in a non-discriminatory manner. Employees and other representatives will actively promote British Values throughout training programme delivery and will encourage apprentices and other learners to challenge stereotypes, assumptions and discrimination within a culture of mutual respect and tolerance for others.

All teaching and training resources will reflect and promote equality and diversity, as appropriate, to raise apprentices' and other learners' awareness and understanding. Resources should be regularly reviewed to ensure they are sensitive to diversity, addresses equality issues, and reflect the interests and backgrounds of apprentices and other learners.

4.0 Marketing

SIMIAN will ensure that marketing strategies reflect equality and diversity good practice and that SIMIAN'S training programme provision is actively and appropriately promoted to all sections of the community. SIMIAN'S publicity materials shall present appropriate and positive messages about diverse groups.

SIMIAN will ensure that displays, photographs and other artefacts reflect the diversity of the community and promote community cohesion.

5.0 External Customers and Stakeholders

When drawing up agreement or contracts with external partners, SIMIAN will ensure that external partners are made aware of the SIMIAN Equality and Diversity Policy and SIMIAN shall expect the external partner to have appropriate policies and procedures in place regarding equality and diversity.

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All employers collaborating with SIMIAN in the delivery of Apprenticeships training delivery will be made aware of the SIMIAN Equality and Diversity Policy and will be expected to comply with the aims and procedures within it. Equality and Diversity issues may be raised in monitoring visits made to employers and during progress review meetings with apprentices and other learners to monitor arrangements and their understanding.

SIMIAN will ensure that its Equality and Diversity Policy is publicised as widely as possible to its wider community, including employees and representatives, apprentices, other learners, employers, lead training providers, stakeholders, contractors and visitors.

Visitors and contractors shall be expected to comply with the SIMIAN Equality and Diversity Policy aims and procedures.

Any apprentice or other learner or potential apprentice/other learner, job applicant, employee, employer or partner organisation may raise either formally or informally complaints of unfair or discriminatory treatment. SIMIAN will deal with all complaints fully and sensitively. All complaints will be dealt with under the SIMIAN Complaints Procedure.

In the event that employees or other representatives, apprentices or other learners are alleged to be in breach of the Equality and Diversity Policy, an investigation will be carried out in accordance with agreed procedures, including where appropriate, formal disciplinary procedures.

Action under SIMIAN's disciplinary procedure will be taken against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of the Equal and Diversity Policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

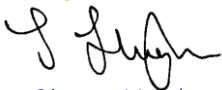
6.0 Monitoring

Equality and diversity data and information will be gathered from a variety of sources, which will include application forms, apprentices' and other learners' progress reviews, survey questionnaires and quality audits.

SIMIAN is committed to the collection of statistics, analysis of data and presentation of data as well as monitoring on an ongoing basis. Equality and diversity data and information will be reviewed as part of the monthly Performance Management Review process.

SIMIAN is committed to monitoring all apprentices and other learners and potential apprentices and learners in order to inform the measurement of progress in areas such as applications, attendance rates, retention rates, achievement and success rates, additional learning support, progression, disciplinary action, complaints and survey feedback.

Signed



Simon Hughes

Managing Director

March 2025