



DIVERSITY AND EQUAL OPPORTUNITIES POLICY

Policy Statement

Cordie Ltd is committed to high levels of quality assurance and policies that are open, transparent and free from bias. Our commitment to equal opportunities for all underpins and impacts on every area of the organisation as well as stakeholders both internal and external to Cordie Ltd.

Scope

This policy applies to all our external customer-facing services including the equal treatment of clients, students, visitors, associates, suppliers and the wider members of the community; as well as our internal business activities where the company is committed to equality of opportunity and dignity at work for all employees.

We work actively and positively in partnership with other parties and community groups to establish fair and equitable delivery of service according to individual needs. We strive to ensure that our organisation and services are equally accessible to everyone and appropriate to the differing needs of all sections of the community.

Principles

Cordie Ltd will, at all times:

- ◆ Provide equality for all. No one will receive less favourable treatment on the grounds of gender, colour, ethnic or national origin, socio-economical background, disability, age, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinctions.
- ◆ Promote an inclusive culture
- ◆ Respect and value differences of everyone
- ◆ Be intolerant of any form of discrimination, harassment and inappropriate behaviour, establishing where they exist and implementing appropriate actions
- ◆ Make every effort to avoid and remove barriers to our training and education services and employment practices and procedures.



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www.cordie.co.uk 01425 200171

Last Review Date: 19/05/23

Next Review Date: 19/05/24



The Law

Cordie Ltd acknowledge and comply with all the relevant aspects of the following UK legislation:

- Sex Discrimination Act 1975 (Amendment) Regulations 2003
- Race Relations Act 1976 (Statutory Duties) Order 2001
- Disability Discrimination Act 1995
- The Race Relations (Amendment) Act 2000
- Special Education Needs and Disability Act 2001
- Human Rights Act 1998
- Data Protection Act 2018
- Equality Act 2010
- Counter-Terrorism and Security Act 2015.

Our Ethos

Cordie Ltd promotes an ethos which encourages equality and diversity and is free from unlawful discrimination, harassment or victimisation of any kind by:

- ◆ Making all staff, associates and students aware of behaviours which amount to discrimination, harassment or victimisation. This is achieved by publicising the policy in our Staff Handbook, the Associate Trainer page on Cordie's Virtual Purchasing Academy and Student Handbook.
- ◆ Ensuring all staff, associates and students are aware of our complaints policy and procedure
- ◆ Ensuring no employee or job applicant is treated less favourably because of conditions or requirements that cannot be justified
- ◆ Adhering to the Cordie Ltd Recruitment and Selection Policy and procedures and the Disability Policy
- ◆ Providing support or relevant training for all staff enabling them to progress with Cordie Ltd and also develop transferable skills for use in other organisations
- ◆ Ensuring compliance to Cordie Ltd's Reasonable Adjustments Policy.
- ◆ In the event of a national lockdown or a major health-related pandemic, ensuring a flexible, supportive and inclusive approach to working arrangements, as well as training and education delivery.



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This includes where practicable:

- The provision of resources to facilitate remote working
- The virtual delivery of our training and education services using appropriate web technology
- The provision of multiple means of engagement allowing students more options to choose methods that support their individual needs
- The provision of multiple representations of information allowing students to learn content in a preferred manner.

Monitoring

Cordie Ltd will:

- Monitor awareness and application of the equality and diversity policy by key stakeholders through the collection and analysis of client and student data.
- Monitor our materials and literature for the use of potentially discriminatory language and bias
- Monitor data on ethnicity, gender, age and disability in relation to students, jobs, appointments and job/person specifications
- Publish Cordie Ltd's Complaints and Appeals procedure and monitor any complaints received
- Publish Cordie's Reasonable Adjustment's Policy and monitor its application
- Where necessary corrective action is required, we will draw up an annual action plan linked to our business strategy to help us to achieve our policy aims.

This policy equally applies to all operating divisions of Cordie Ltd and will be reviewed regularly to ensure continued compliance with legislation. We expect all stakeholders to report incidents that do not comply with this policy to an appropriate person within Cordie Ltd and to be prepared to act as a witness for any incident that they may experience. Thank you for your commitment to this policy. A full copy of this policy is accessible to all employees electronically and can be obtained upon request.

Andrea Reynolds
Managing Director, Cordie Ltd



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