

Maxcebo[®] Wellbeing Academy Ltd

Equality and Diversity Policy

Last approved: 15th November 2020

Approved by: Company Directors

Next review due: November 2022

Scope

This policy covers all colleagues and all learners, i.e., in-college, in-company, online and applies to all stages of the learning process i.e., pre-entry, on course and at exit.

General Principles

Maxcebo Wellbeing Academy Ltd will, within the resources available:

- Strive to build a learning environment in which the individual needs of each learner are identified and accommodated by an appropriate college response.
- Create opportunities for learning for all those who seek it, and will aim to provide excellence in education and training for all its learners and will enhance their individual potential focusing on the highest possible levels of student achievement and progression.
- Help create an environment which provides equality of opportunity and freedom from discrimination, harassment and bullying on the grounds of race, gender, class, sexual orientation, marital status, age, religion and belief, culture, mental health, learning difficulty, disability, ex-offending and any other factors.
- Promote the diversity of our learners through our quality review, monitoring, tutorial and counselling procedures.
- Foster mutual respect and understanding between all members of the Maxcebo Wellbeing Academy Ltd community.
- Uphold all the requirements in Equal Opportunities law and will ensure that directors, staff and students are kept informed of national and local developments.
- Identify good practice and promote positive role models.
- Produce codes of practice and procedures to establish standards which are acceptable by:
 - Encouraging diversity and innovation
 - Embedding beliefs into other value driven initiatives
 - Training staff to understand the characteristics of all groups

 - Encouraging learners to fulfil individual potential
 - Review procedures and codes of practice on an annual basis

Responsibilities

It is everybody's responsibility to uphold the Equal Opportunities & Diversity Policy. Overall responsibility for this policy lies with the Directors and Executive Principals. Within this, specific responsibilities are as follows:

Managers across the Academy will:

- Ensure practices are consistent with this policy.
- Promote staff awareness of the principles involved.

Staff within the Academy will:

- Foster mutual respect and understanding between all members of the college community.
- Ensure that measures are applied to develop equality of opportunity in accordance with the

Equal Opportunities Policy and Code of Working Practice.

All learners will:

Foster mutual respect and understanding between all members of the Maxcebo Wellbeing Academy Ltd community.

Positive Action

The Academy is committed to positive action as distinct to positive discrimination to enable all individuals to develop their full potential and to overcome the effects of discrimination.

Redress

All learners who consider that they have been discriminated against should contact, in the first instance, the Head of Student Services, or the College Principal who will be able to help you resolve the issue informally or offer guidance for taking the matter to the formal stage.

Formal complaints regarding the Academy or a member of its staff should be addressed to info@maxceboacademy.com within 90 days of completing the informal process, Complaints forms can be obtained by requesting a copy.

Formal complaints regarding the behaviour of another student should be sent to the Head of Student Services who will investigate the complaint and may invoke the Student Disciplinary Procedure.

All Maxcebo Wellbeing Academy Ltd users will uphold the principles of the Equal Opportunities Policy. The Academy will challenge all discrimination and will not hesitate to invoke its disciplinary procedures.

Code of Practice

All Learners will respect Equal Opportunities and help to create an environment free from discrimination and prejudice.

We expect all learners to:

- Help create an environment which provides equality of opportunity and freedom from discrimination and harassment on the grounds of race, gender, class, sexual orientation, marital status, age, religion and belief, culture, mental health, learning difficulty, disability, ex-offending and any other factors.
- Treat all members of the Maxcebo Wellbeing Academy Ltd community with respect and understanding.
- Be considerate of the rights and diversities of other Maxcebo Wellbeing Academy Ltd users, e.g. learners, staff, visitors, etc.
- Bring to the Academy's attention any issues relating to discrimination, prejudice, harassment and bullying.

The Academy also operates within the full remit of the Equal Opportunities policy of our awarding institutions.