

## **Equality, Diversity & Inclusivity Policy**

Unloc Learning Limited (henceforth referred to as 'Unloc) is committed to the principle of equality of opportunity for all in its employment, volunteering, access to its services and within its decision making structure.

All those involved with Unloc must commit themselves to the principle of equality of opportunity and to the implementation of this policy.

Unloc believes that no member of staff, volunteer or customer should receive less favourable treatment on grounds of any of the following protected characteristics: race, religion or belief, gender, sexuality, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or any other irrelevant factor. In addition to our moral responsibility, we recognise our obligation under the relevant discrimination legislation (i.e. Equalities Act 2010). We believe that all forms of prejudice and discrimination are unacceptable, and will strive vigorously to tackle these and to remove conditions that place people at a disadvantage.

This policy takes into account equal opportunities legislation in particular:

- The Equal Pay Act 1970
- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Human Rights Act 1998
- The Race Relations (Amendment) Act 2000
- Equalities Act 2010

## **Policy Implementation Plan**

### **Recruitment and Employment**

1. All paid appointments, and all appointments to volunteer positions of responsibility, will be made on an applicant's ability to carry out the job.
2. A clear job description and person specification will be drawn up for each vacancy. Appointments will be made based on meeting the role requirements and person specification criteria.
3. All permanent vacancies (and other vacancies for appointments lasting over six months) will be advertised locally and elsewhere as appropriate.
4. A minimum of three people will form the selection panel, all of whom will be aware of equal opportunities guidelines for selection.
5. Applications for posts will be monitored to check that the range of applicants reflects the diversity of the community.
6. Unloc aims to provide equality of opportunity and demonstrate fairness to all throughout the employment practices within the Company by adopting a fair and open process.

7. Unloc operates within limited funds and is unable to provide additional benefits (such as child-care etc) however, wherever practical given the constraints of the job, flexible working arrangements (including working from home and job-share) will be given full consideration for all employees.
8. All reasonable adjustments will be made to enable staff members to be as successful as possible in their role at Unloc. This is especially important for team members with neurodivergent needs, with such needs being formally reviewed at least annually.

### **Provision of Services**

1. Unloc will work to ensure that all services provided by Unloc will be appropriate to the target audience and will be accessible to all of those within that audience including young people with disabilities and any other potential impediment to learning and succeeding.
2. We will ensure that equality of opportunity and valuing diversity are embedded in all of our policies, procedures, practices, plans and activities.

### **Monitoring**

1. Unloc Directors will regularly review all Company activities to ensure that equality of opportunity is being adhered to at all times.

### **Policy Communication and Review**

1. Information will be provided to all staff regarding policy guidelines and implementation. Training will be provided where appropriate.
2. This is the Equality and Diversity Policy and Implementation Plan as adopted by the Unloc Management Board on Monday 8th April 2024. This policy will be reviewed within two years of this date.

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