**Creo Skills Inclusion, Equality and Diversity Policy**

The aim of this policy is to ensure that all staff, associates, customers and learners have a right to a work and/or learning experience that promotes equality, inclusion and diversity and is free from any form of discrimination, bias and harassment.

Creo Skills Ltd is aware of its legal obligation to encourage equality and diversity in the workplace and prevent discrimination. It is also aware of its ethical responsibility as well as the commercial benefits of encouraging, valuing and managing equality and diversity.

DEFINITIONS:

**Equality** (Oxford Dictionary) “The state of being equal, especially in status, rights or opportunities.”

**Discrimination** (Oxford Dictionary) “The unjust or prejudicial treatment of different categories of people.”

**Diversity** -embracing and reflecting that people come from different countries, have different cultures, different social backgrounds and different values.

OUR COMMITMENTS:

* We are committed to providing equality of opportunity for all and looking to remove any barriers that would prevent participation.
* We recognise, accept and value difference that might relate to gender, abilities and disabilities, ethnic origin, age, sexual orientation, culture, religion or socio-economic group.
* All learners will succeed and will be given opportunities to progress based on their abilities and aspirations.
* We are an organisation that seeks to develop the talents of all and will not tolerate any form of discrimination or harassment.
* We will provide our staff and associates with the knowledge and skills they need to understand and meet their equality and diversity responsibilities.
* We will aim to avoid stereotyping and unconscious bias.

OUR MISSION

Our mission expresses a fundamental aspiration; to provide opportunities to all. As such, inclusion, equality and diversity have been part of the core values of the organisation since its inception.

Our continued dedication to social justice and equality of opportunity is embodied in a set of commitments and principles. Through these commitments, we will enhance our reputation as a respected employer and educator of choice.

We will ensure that we do not discriminate either directly or indirectly. Direct discrimination is unlawful and occurs when an individual is treated less favourably than another because of a protected characteristic. Indirect discrimination occurs when a generic “policy” disadvantages a group of people who share a protected characteristic and an individual can show that it has disadvantaged them personally.

OUR PRINCIPLES

* Peoples ability to fulfil their potential must not be limited by prejudice or discrimination.
* Each individual human’s rights will be respected and protected.
* We will treat everyone we meet, with dignity and respect.
* Everyone has an equal opportunity to participate in society.

We ensure that we comply with the Equality Act 2010.

We will work to prevent discrimination by:

* Having a clear policy on “Recruitment” for staff and associates as this is the major area where discrimination is most likely to happen.
* Disseminate, implement and review this policy and identify and introduce any actions to strengthen and improve our practice in relation to inclusion, equality and diversity.

The Equality Act 2010 defines nine protected characteristics and discrimination is unlawful if it takes place on one of these grounds. The protected characteristics are:

• Age

• Disability

• Gender reassignment

• Marriage and civil partnership

• Pregnancy and maternity

• Race

• Religion or belief

• Sex

• Sexual orientation

Our responsibility as an employer and a learning provider in accordance with the act extends to all 9 characteristics. We will seek to make reasonable adjustments for all employees or learners with additional needs. **See also our Reasonable Adjustments and Special Considerations Policy**

**Unconscious Bias**

According to ACAS ( <https://www.acas.org.uk/improving-equality-diversity-and-inclusion/making-your-workplace-inclusive#bias> ) “*How a person thinks can depend on their life experiences and sometimes they have beliefs and views about other people that might not be right or reasonable. This is known as ‘unconscious bias’ and includes when a person thinks:*

* *better of someone because they believe they’re alike*
* *less of someone because that person is different to them, for example, they might be of a different race, religion or age*

*This means they could make a decision influenced by false beliefs or assumptions. Sometimes it’s also called ‘stereotyping’.*

*Everyone can think in a way that involves unconscious bias at some point, but it’s important to be aware of it and not let it affect behaviour or decisions.”*

In order to avoid unconscious bias we encourage staff, associates and learners to:

* be aware of unconscious bias.
* Be mindful of own words and actions
* Challenge assumptions and traditions.

For more information, follow <http://www.acas.org.uk/media/pdf/2/e/Prevent-discrimination-support-equality.pdf>

FOR FURTHER INFORMATION

Contact the Director of Creo Skills Limited by email to: Enquiries@creo-skills.co.uk

Or write to; Director of Creo Skills Limited, Regus House, Malthouse Avenue, Cardiff Gate Business Park, Pontprennau, Cardiff, CF23 8RU