

Equality, Diversity and Inclusion (EDI) Policy and Implementation Plan

Policy Purpose

Functional Skills UK (FSUK) is committed to promoting **Equality, Diversity and Inclusion (EDI)** across all aspects of its work.

This policy is in place to:

- Embed due regard to the **Equality Act 2010** and the principles of the **Public Sector Equality Duty (PSED)** within programme delivery
- Promote equality of opportunity for all staff, learners, and stakeholders
- Meet the requirements of funding bodies and regulatory organisations in relation to equality and inclusion

Policy Statement

Senior management at Functional Skills UK is committed to providing fair, inclusive, and accessible working and learning environments for all.

We will:

- Eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010
- Advance equality of opportunity between individuals who share a protected characteristic and those who do not
- Foster good relations between individuals from diverse backgrounds

We recognise our responsibility to:

- Promote a culture free from prejudice, bullying, harassment, and discrimination
- Create an inclusive environment where all individuals feel respected, valued, and able to achieve their full potential

FSUK has **due regard to the Public Sector Equality Duty** and embeds equality considerations into decision-making and service delivery.

Legal Framework

This policy is underpinned by:

- Equality Act 2010
- Worker Protection (Amendment of Equality Act 2010) Act 2023
- Data Protection Act 2018 and UK GDPR
- Human Rights Act 1998

This policy applies to all staff, learners, applicants, employers, and third parties engaged with FSUK.

Protected Characteristics

This policy covers the nine protected characteristics defined in the Equality Act 2010:

- Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
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Commitment to Preventing Harassment

FSUK recognises its duty under the **Worker Protection Act 2023** to take **reasonable and proactive steps to prevent sexual harassment**.

We will:

- Take active measures to identify and reduce risks of harassment
- Provide clear reporting procedures
- Take all concerns seriously and act promptly
- Ensure protection from victimisation for those raising concerns

This includes behaviour:

- In the workplace
 - During training delivery
 - In **online and remote learning environments**
 - In interactions with **third parties**, including learners, employers, and partners
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Scope of Policy

This policy applies to:

- All employees (full-time, part-time, temporary, contractors)
 - Learners and applicants
 - Employers, partners, and external stakeholders
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Staff

1. All employees will be treated fairly, with dignity and respect at all times.
 2. Recruitment, promotion, training, and development will be based on merit and ability.
 3. FSUK will provide equal access to training, development, and progression opportunities.
 4. We will actively support staff to reach their full potential.
 5. FSUK will not tolerate any form of discrimination, harassment, bullying, or victimisation.
 6. Proactive steps will be taken to prevent harassment, including sexual harassment.
 7. Staff are encouraged to raise concerns, which will be taken seriously and addressed promptly.
 8. All staff will complete Equality, Diversity and Inclusion training as part of induction and ongoing CPD.
 9. All staff must read and agree to adhere to organisational policies during induction.
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Learners

1. All learners will be treated fairly and supported to achieve their full potential.
2. At the start of programmes, learners will be asked about:
 - Additional learning needs
 - Disabilities or health conditions
 - Cultural or religious requirements

This ensures appropriate **reasonable adjustments** and support are provided.

3. Initial assessments will identify support needs in English and maths.
4. Where required, Additional Learning Needs (ALN) and learning barriers support will be provided.

5. Awarding organisations will be informed where necessary to support assessment arrangements.
 6. Learners will be expected to:
 - Treat others with respect and tolerance
 - Value diversity of opinion and background
 - Contribute to a positive and inclusive learning environment
 7. FSUK does not tolerate any form of discrimination, bullying, or harassment.
 8. Learners will be made aware of all policies at induction.
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Data Protection

All personal data will be handled in accordance with:

- **UK GDPR**
- **Data Protection Act 2018**

Information will be treated confidentially and used only for legitimate purposes.

Rights, Responsibilities and Duties

Rights

All staff and learners have the right to:

- Work and learn in an environment free from discrimination, harassment, and bullying

Responsibilities

All individuals must:

- Treat others with dignity and respect
- Not engage in discriminatory or inappropriate behaviour

Duties

All individuals must:

- Report any concerns relating to discrimination, harassment, or unfair treatment

Concerns should initially be reported to a **line manager or designated senior manager**.

Complaints Procedure

- All complaints will be acknowledged within **5 working days**
 - Where full resolution is not possible within this timeframe, an interim response will be provided
 - Complaints will be investigated thoroughly and fairly
 - Appropriate action will be taken, including disciplinary procedures where necessary
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External Escalation

Learners funded through partner organisations may raise concerns directly with those organisations where appropriate.

Safeguarding

This policy should be read in conjunction with:

- **Safeguarding Policy**
 - **Prevent Policy**
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Implementation Plan

Maintaining Good Practice

- Equality, Diversity and Inclusion is a standing agenda item in staff and standardisation meetings
 - Policies are reviewed annually
 - A senior staff member oversees EDI and shares best practice across the organisation
 - EDI training is mandatory for all staff
 - Policies are shared during staff and learner inductions
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Monitoring Effectiveness

- Staff feedback is gathered through appraisals and evaluations
- Ongoing CPD ensures staff awareness remains up to date
- Data is monitored via internal systems to identify:
 - Underrepresentation
 - Achievement gaps

- Website and engagement analytics are used to understand reach and accessibility
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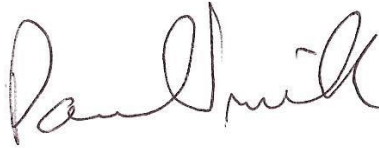
Continuous Improvement

FSUK will:

- Regularly review equality data
 - Take action to address any inequalities identified
 - Promote inclusive practices across all provision
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This policy and procedure will be reviewed annually to ensure that it remains fit for the purpose, suitable and complies with legislation.

Signed:



Name of employee: Paul Smith MD

Date: December 2025

Review Date: December 2026