



APPRENTICESHIPS

Equality, Diversity and Inclusion Policy

| Change history | | |
|----------------|-------------------------------|---|
| Version | Issue Date | List of Amendments or remarks as applicable |
| 1. | 06 June 2011 | Equal Opportunities Policy |
| 2. | 18 September 2012 | Update to formatting and wording to reflect Un-Ltd Group branding and to include references to Future Un-Ltd and Enterprise Un-Ltd |
| 3. | 17 th October 2014 | Updated to reflect Un-Ltd Group branding and current legislation. |
| 4. | 27 February 2015 | Introduction, scope and purpose added. Formatting updated with new house style guidelines. |
| 5. | 23 October 2015 | Policy updated to include a section on British Values. |
| 6. | 1 April 2016 | SMT re-write of policy |
| 7. | 2 May 2018 | Update to Gender Identity Policy |
| 8. | 1 July 2018 | Policy review |
| 9. | 1 January 2019 | Updated to reflect change in company name to LDN Apprenticeships |
| 10. | 4 April 2019 | Updated to include addition of our commitment to training our employees on this policy and the E&D Agenda. |
| 11. | 15 August 2019 | Changes to structure of policy, addition of updated information on screening and selection of apprentice candidates. |
| 12. | 28 August 2019 | Action Plan added |
| 13. | 7 October 2021 | Updated to new document format. Reviewed and updated the whole policy. Changed document title to Equality, Diversity and Inclusion Policy |
| 14. | 1 February 2022 | Companywide policy review completed and new version issued |
| 15. | 1 February 2023 | Annual Policy Review. Minor changes. |
| 16. | 1 February 2024 | The new post-Brexit 'REUL' Act added |



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Scope

LDN Apprenticeships is committed to providing an inclusive learning and working environment for all apprentices and staff, that is not only free from discrimination and unfair treatment, but which actively values and celebrates difference.

Diversity and Inclusion go to the heart of the company's mission which is to provide opportunities for diverse talent to realise their potential. As such we are committed to creating an environment in which every individual can thrive.

LDN Apprenticeships proactively pursues the development of a diverse workforce, supply chain and partnership network.

This policy and any associated procedures apply to all staff, apprentices, trainees, contractors and other affiliates of LDN Apprenticeships. Whilst this policy covers the experience as a learner at LDN Apprenticeships, individual learners should also refer to the Equality and Diversity policy at their place of work.

LDN Apprenticeships ensures that this policy is communicated to and followed by all its staff, apprentices, trainees, contractors and other affiliates. The policy is provided during the on-boarding of new staff and learners and is detailed in the Employee Handbook.

Equality and Diversity training is also provided through our e-learning programmes and these include videos, presentations and learner exercises, which are delivered to all staff and learners.

Please note: This policy does not constitute contractual terms and conditions. LDN Apprenticeships reserves the right to amend any provision of this policy as and when required.

Purpose

LDN Apprenticeships is an equal opportunities employer. We are committed to equality of opportunity and to providing a service to and following practices which are free from unfair and unlawful discrimination.

The aim of this policy is to ensure that no staff member or learner receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

All staff and learners are covered by this policy and it applies to all areas of employment including recruitment, selection, training and career development. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair



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or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

The COO has responsibility for implementing and monitoring the Equality and Diversity policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, staff at all levels and all apprentices have a responsibility to treat others with dignity and respect. The personal commitment of every staff member and apprentice to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout LDN Apprenticeships.

Review Period and Ownership

This policy will be reviewed annually and may be altered from time to time considering legislative changes or other prevailing circumstances. The policy is owned by the HR Manager.

Promotion of Policy

A shortened version of the policy is available as part of the Employee Handbook, which all staff are required to sign on joining. Updates to the handbook are completed annually, and staff are required to confirm that they have read the updates by signing.

Staff are required to complete training in relation to this policy / topic as part of their onboarding compliance training. Compliance training is refreshed by all staff annually.

A copy of this policy is publishing on the policies page of the LDN Apprenticeships website. To view the online copy, please visit www.ldnapprenticeships.com/ldn-policies

Engagement and Training

This policy can be accessed by employees via the Company's Intranet. A copy of this policy is also detailed in the Employee Handbook which all staff have access to via the Company's intranet and are also required to read and sign. In addition, the Company sends a general notice through Slack, our communication platform for staff to read and sign the policy when required.

Staff will be issued with this Policy when there are any updates, or as part of refresher training.



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Our Commitment as an Employer

LDN Apprenticeships is committed to:

- creating an environment in which individual differences and the contributions of our staff are recognised and valued
- entitling every employee, worker or self-employed contractor to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- providing training, development and progression opportunities to all staff
- understanding equality in the workplace is good management practice and makes sound business sense
- reviewing all our employment practices and procedures to ensure fairness
- training all staff on the topic of Inclusion & Diversity so that all staff understand their responsibility for behaving in an inclusive manner and contributing to an inclusive environment and culture.

Our Commitment as a Training Provider

LDN Apprenticeships is committed to:

- providing services to which all apprentices are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or socio-economic background
- making sure our services are delivered in such a way that they meet the diverse needs of our service users and apprentices
- fully supporting this policy at a senior management level and ensuring that all employees are aware of this policy and their responsibility to behave in accordance with it
- having clear procedures that enable our apprentices to access support and/or to raise a grievance or make a complaint if they feel they have been unfairly treated
- providing training on the topic of Inclusion & Diversity so that all staff understand their responsibility for behaving in an inclusive manner and contributing to an inclusive environment and culture
- treating breaches of our equality and diversity policy by our staff as misconduct which could lead to disciplinary proceedings
- promoting a diversity of voices throughout our community events schedule and designing community events, networks and programmes that meet a diversity of needs and interests



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Our Commitment to Inclusive Recruitment of Apprentices

LDN Apprenticeships' mission is to create opportunities for diverse talent to realise their potential. We are particularly focused on ensuring that equality of opportunity is maintained in the delivery of the recruitment, screening and selection of apprentices.

We do not require candidates to provide a CV when they make an application for one of our apprenticeship programmes.

Instead, we use the SNARL framework to form a balanced view of a candidate's suitability for an apprenticeship.

SNARL - Skills, Need, Academics, Readiness, Location.

This is an objective framework which we use to ensure that individual candidates have appropriate life circumstances to be a successful apprentice. It is based on analytical data held by LDN Apprenticeships on the common reasons for apprentices failing to complete their programmes. These are the factors that commonly cause apprentices to withdraw.

By structuring our screening and selection processes around these two frameworks, we have created an inclusive and dynamic recruitment model which eliminates bias and ensures that young people are able to put their best foot forward when going through our process.

This is particularly important for young people when they are meeting with and interviewing with employers, who are also encouraged to use the SNARL and EEWAP frameworks to make their hiring decisions.

LDN Apprenticeships will not accept instructions from customers that indicate an intention to discriminate unlawfully.

Our Commitment to Equality and Diversity Training

LDN Apprenticeships is committed to:

Providing training to all its employees which encourages a detailed awareness of this policy and of our commitment to promoting equality and diversity in our organisation and in all of our work.



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Training will include internally delivered training for all new starters as part of our employee onboarding procedures and through our e-learning programmes, as well as more formal training where appropriate.

In all circumstances, training will be designed to ensure that LDN Apprenticeships' employees are able to apply the principles of this policy in their daily work – for example, by including concepts like Fundamental British Values into the training.

All staff will be required to refresh their Equality and Diversity Training at least annually, and we will proactively seek opportunities to secure other training (such as that delivered by our Local Authority) to reinforce our team's understanding of the equality, diversity and inclusion agenda.

Equality, Diversity and Inclusion Monitoring

We will collect and closely monitor data on both the diversity of our employees and apprentices, in addition to staff and apprentice experience.

Through this monitoring we aim to continually improve our diversity and inclusion practices, policies and our Inclusion & Diversity strategy.

Data on the diversity of our learners is available on the #DiversityMatters dashboard in Salesforce.

Equality Opportunities Policy Statements

Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities and
- challenge discriminatory assumptions about younger and older people.

Disability

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities
- challenge discriminatory assumptions about disabled people and



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- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation.

Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents and
- actively promote race equality in LDN Apprenticeships.

Gender

We will:

- challenge discriminatory assumptions about women and men
- take positive action to redress the negative effects of discrimination against women and men
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same and
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment. The use of pronouns are an important way to respect a person's gender identity and these can be displayed in our communication systems including email signatures and Slack bios. Pronouns are usually presented as he/him, she/her or them/ they.

Sexual Orientation

We will:

- ensure that we take account of the needs of LGBTQ+ (lesbian, gay, bisexual, questioning and other sexualities not listed) staff and apprentices
- promote positive images of the LGBTQ+ community.
- challenge discriminatory assumptions about the LGBTQ+ community

Religion or Belief

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible and



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- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

Pregnancy, Maternity and Breastfeeding

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.
- ensure women are not subject to less favourable treatment at work because they are breastfeeding.

Marriage or Civil Partnerships

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnerships;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees and
- ensure that no individual is disadvantaged and that we take account the needs of our employees' marriage or civil partnership.

Discrimination

Direct discrimination

Direct discrimination occurs where one individual treats or would treat another individual less favourably on grounds of a protected characteristic.

Direct discrimination is automatically unlawful and cannot be justified by any means. Direct discrimination can also occur when a person is treated less favourably because others think they possess a protected characteristic even though that person does not have a protected characteristic (direct discrimination by perception).

Direct discrimination includes a person being treated less favourably because they are linked or associated with someone who has a protected characteristic or is wrongly thought to have a protected characteristic (direct discrimination by association).



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Direct discrimination would also occur if a recruitment/training consultancy accepted and acted upon a job registration from an employer which states that certain persons are unacceptable because they have a protected characteristic, unless one of the exceptions applies, for instance, the job demands a genuine occupational requirement, or, in the case of age, the discrimination can be lawfully justified.

LDN Apprenticeships is committed to avoiding direct discrimination, including discrimination by association or by perception, of the protected characteristics, in all aspects of the business, including recruitment, employment, redundancy and dismissal. We are also committed to ensuring that direct discrimination does not occur in any of our service delivery, including apprenticeships, traineeships and other programmes.

Indirect Discrimination

Indirect discrimination occurs when there is rule, a policy or even a practice that applies to everyone but which particularly disadvantages people who share a protected characteristic. Indirect discrimination would also occur if a recruitment/training consultant accepted and acted upon an indirectly discriminatory instruction from an employer.

When recruiting for a client, if a vacancy requires characteristics which amount to a genuine occupational requirement or the instruction is lawfully discriminatory due to a statutory exception or objective justification, LDN Apprenticeships will not deal further with the vacancy unless the client provides confirmation of such genuine occupational requirement, exception or justification.

LDN Apprenticeships is committed to avoiding indirect discrimination of persons with protected characteristics, in all aspects of the business, including recruitment, employment, redundancy and dismissal. We are also committed to ensuring that indirect discrimination does not occur on any of our delivery facilities.

British Values

The government set out its definition of British values in the 2011 Prevent Strategy and considered them to be:

- democracy
- rule of law
- individual liberty
- mutual respect
- tolerance of those of different faiths and beliefs.

Mutual respect and tolerance include encouraging students to respect other people about the protected characteristics of the Equality Act [2010].

LDN Apprenticeships will use a variety of methods to promote British values. Examples of these are below:



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- Include in suitable parts of the curriculum - as appropriate for the age of Apprentices - material on the strengths, advantages and disadvantages of democracy, and how democracy and the law work in Britain, in contrast to other forms of government in other countries
- Ensure all Apprentices have a voice that is listened to, and demonstrate how democracy works by actively promoting democratic processes
- Use opportunities such as general or local elections to hold mock elections to promote fundamental British values and provide Apprentices with the opportunity to learn how to argue and defend points of view
- Consider the role of extra-curricular activity, including any run directly by Apprentices, in promoting fundamental British values

Examples of the understanding and knowledge LDN Apprenticeships Apprentices are expected to learn include:

- an understanding of how citizens can influence decision-making through the democratic process
- an understanding that the freedom to hold other faiths and beliefs is protected in law
- an acceptance that people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour
- an understanding of the importance of identifying and combatting discrimination

Freedom of expression

LDN Apprenticeships are proud of our commitment to, and record of, challenging any expression of prejudice or discrimination directed against any group or individual (whether in form of racism, Islamophobia, anti-Semitism; attitudes to sexuality, gender or disability). Where any safeguarding or more general duty of care concern is raised that may put a learner or other persons at risk of harm, there are established procedures of prompt referral which every member of staff should be aware of and should be able to act on accordingly.

It is essential that to explore views and opinions and where necessary, challenge them, LDN Apprenticeships actively promotes a climate of free discussion and debate. There should be no fear that this will incur suspicion, or limit on free expression within the boundaries of our equality, diversity and inclusion policy and disciplinary codes on harassment or abuse.

It is essential that legitimate political opinions expressed by staff or learners are not in any way regarded as 'extreme' or legitimising 'extremism'. In the context of 'Prevent', it is perfectly legitimate for example, to criticise government foreign policy; to criticise the



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wars in the Middle East and Afghanistan; to express support for Palestinian rights or to express either support for or opposition to Israel. Neither is it extreme or illegitimate to hold that the rise of terrorism or hostility to western governments is a direct result of these policies. One may agree or disagree with such views; however, they form part of legitimate discussion and debate; they are widespread in the political and academic sphere and in society at large. They are neither 'extreme', nor should they be presented as 'excusing' or providing cover for 'extremism' or acts of violence or terror.

Finally, the insistence on freedom of expression and free debate, within the boundaries of established policies and codes of behaviour, is paramount. Therefore, sufficient time for discussion, debate and respectful exchange of views is essential in any forum in which 'Prevent' is discussed or presented.

Everyone is entitled to their own political view or opinion, but no-one should privilege one view over that of others, or present one political explanation as 'expert' or not subject to challenge. All presenters in 'Prevent' forums, whether internal or external, should be made aware of these principles and be expected to abide by them.

Disability equality policy

LDN Apprenticeships abides by the legislative framework in place for disability, especially the Equality Act of 2010, but also the Disability Act of 1995 (amended in 2001 and 2005) and adjacent laws and regulations.

The term "Disability" applies to a person who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities and should be considered with reference to the individual's ability to participate in their professional life 'on an equal basis with other workers (see Equality Act of 2010 as amended).

The Equality Policy General Statement governs the Disability Equality Policy. This policy extends to the treatment of all employees, learners, partners and visitors.

We are committed to ensuring that all employees, learners, partners and visitors with disabilities are treated with dignity and no less favourably than others.

LDN Apprenticeships will not discriminate against a disabled person on the grounds of disability:

- In the arrangements (i.e. application form, interview) for selection for determining to whom a job should be offered;
- In the terms on which employment or engagement of temporary workers is offered;
- By refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability;



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- In the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity;
- In the provision of training services;
- By subjecting a disabled person to any other detriment (detriment will include refusal of training or transfer, demotion, reduction of wage, or harassment).

LDN Apprenticeships is committed to avoiding direct and indirect discrimination of disabled persons in all aspects of the business, including recruitment, employment, redundancy and dismissal. We are also committed to ensuring that direct and indirect discrimination does not occur on any of our or our partners' delivery facilities.

Any learner, partner and visitor suffering discrimination based on a disability should make recourse to the LDN Apprenticeships' Complaints Procedure.

Any employee suffering discrimination based on a disability should make recourse to LDN Apprenticeships' Grievance Procedure in the Employee Handbook.

Victimisation: We protect all employees, learners, partners and visitors that have made or supported a complaint or raised a grievance in relation to this policy, or that are suspected to have done or prepare to do these things.

LDN Apprenticeships will take reasonable steps to provide auxiliary aids or services if this would make it easier for the disabled person to use our services. For instance, an appropriate auxiliary aid or service can include the provision of information on audiotape or provision of a sign language interpreter.

Race equality policy

LDN Apprenticeships has a strong commitment to race equality and values the contributions of diverse employees, learners and partners in creating an inclusive environment.

LDN Apprenticeships abides by the legislative framework in place for race relations, especially the Equality Act of 2010, which superseded the Race Relations Act of 1976 and amended in 2000.

This policy extends to the treatment of all employees, learners, partners and visitors.

LDN Apprenticeships is committed to avoiding direct and indirect discrimination on racial characteristics in all aspects of the business, including recruitment, employment, redundancy and dismissal. We are also committed to ensuring that direct and indirect discrimination does not occur on any of our or our partners' delivery facilities.

Any learner, partner and visitor suffering discrimination based on a racial characteristic should make recourse to LDN Apprenticeships' Complaints Procedure



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Any employee suffering discrimination based on a racial characteristic should make recourse to LDN Apprenticeships' Grievance Procedure, in the Employee Handbook

Victimisation: We protect all employees, learners, partners and visitors that raised a grievance or made or supported a complaint in relation to this policy, or that are suspected to have done or prepare to do these things.

Sex and sexual orientation policy

LDN Apprenticeships abides by the legislative framework in place for sex and sexual orientation, especially the Equality Act of 2010, which superseded the Sex Discrimination Act of 1975 (amended in 2003), the Equality Act (2006), Employment Equality (Sexual Orientation) Regulations (2003) and adjacent laws and regulations.

Sexual orientation means a person's sexual orientation towards persons of the same sex, persons of the opposite sex, or persons of either sex. This policy extends to the treatment of employees, learners, partners and visitors.

LDN Apprenticeships is committed to avoiding direct and indirect discrimination on sex or sexual orientation characteristics in all aspects of the business, including recruitment, employment, redundancy and dismissal. We are also committed to ensuring that direct and indirect discrimination does not occur on any of our or our partners' delivery facilities.

Any learner, partner and visitor suffering discrimination based on a sex or sexual orientation characteristic should make recourse to LDN Apprenticeships' Complaints Procedure. Any employee suffering discrimination based on a sex or sexual orientation characteristic should make recourse to LDN Apprenticeships Grievance Procedure.

Victimisation: We protect all employees, learners, partners and visitors that have made or supported a complaint or raised a grievance in relation to this policy, or that are suspected to have done or prepare to do these things.

Gender Identity policy

LDN Apprenticeships abides by the legislative framework in place for gender assignment/reassignment, especially the Equality Act of 2010, which superseded the Sex Discrimination Act of 1975 (amended in 2003) and adjacent laws and regulations.

Gender reassignment means that a person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for reassigning the person's sex by changing physiological or other attributes of their sex (see Equality Act, 2010). This policy extends to the treatment of employees, learners, partners and visitors.

LDN Apprenticeships is committed to avoiding direct and indirect discrimination on gender reassignment characteristics in all aspects of the business, including recruitment, employment, redundancy and dismissal. We are also committed to



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ensuring that direct and indirect discrimination does not occur on any of our or our partners' delivery facilities.

LDN Apprenticeships recognises that any employee, learner, partner and visitor may wish to change their gender during their engagement or employment with us. LDN Apprenticeships will make every effort to try to protect an employee, learner, partner and visitor who has undergone, is undergoing or intends to undergo gender re-assignment, from discrimination or harassment within the workplace.

Any learner, partner and visitor suffering discrimination on the grounds of gender reassignment should make recourse to LDN Apprenticeships' Complaints Procedure.

Any employee suffering discrimination based on the grounds of gender reassignment described should make recourse to LDN Apprenticeships' Grievance Procedure.

Victimisation: We protect all employees, learners, partners and visitors that have made or supported a complaint or raised a grievance in relation to this policy, or that are suspected to have done or prepare to do these things.

Harassment policy

LDN Apprenticeships is committed to providing a work environment free from unlawful harassment of persons with protected characteristics. Harassment is unlawful and will not be tolerated by LDN Apprenticeships.

LDN Apprenticeships deplores all forms of harassment and seeks to ensure that the environment is sympathetic to its employees, learners, partners and visitors. Implementation of the policy is the duty of the managers and supervisors.

At LDN Apprenticeships we recognise that harassment can reduce the effectiveness of the company and the company's products and services by undermining the confidence of employees, learners, partners and visitors, creating a threatening environment, and increasing sickness absence, labour turnover or early leavers. Employees, learners, partners and visitors have the right to work and study in an environment free from intimidation.

Examples of prohibited harassment are:

- Verbal or written conduct containing derogatory jokes or comments or insulting words,
- Slur or unwanted sexual advances;
- Visual conduct such as derogatory or sexually orientated posters
- Photographs, cartoons, drawings or gestures which some may find offensive
- Physical conduct such as assault, unwanted touching, or any interference whatsoever;



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- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours;
- Retaliation for having reported or threatened to report harassment.

Any learner, partner and visitor that believes to have been unlawfully harassed is encouraged to make an immediate complaint. Please refer to LDN Apprenticeships Complaints Procedure for more details. Any employee that believes to have been unlawfully harassed is encouraged to make an immediate complaint. Please refer to LDN Apprenticeships. Grievance Procedure for more details.

LDN Apprenticeships will undertake a thorough investigation of the allegations. If it is concluded that unlawful harassment has occurred, remedial action will be taken. Any employee(s) who LDN Apprenticeships finds to be responsible for unlawful harassment will be subject to the disciplinary procedure and any sanction may include termination.

Miscellaneous Policies

Age Discrimination

LDN Apprenticeships abides by the legislative framework in place for age equality, especially the Equality Act (2010), which superseded the Employment Equality Regulation (Age) of 2006 and adjacent laws and regulations.

The Equality, Diversity and Inclusion Policy General Statement (point 2) governs this policy. This policy extends to the treatment of employees, learners, partners and visitors.

LDN Apprenticeships will not discriminate directly or indirectly, harass or victimise any person on the grounds of their age. LDN Apprenticeships is committed to recruiting and retaining employees whose skills, experience, and attitude are suitable for the requirements of the various positions regardless of age.

No age requirements will be stated in any job advertisements on behalf of the company. LDN Apprenticeships will request age as part of its recruitment/training process, but such information will not be used as selection, training or promotion criteria or in any detrimental way and is only for compilation of personal data, which the company holds on all employees and workers and as part of its equality, diversity and inclusion monitoring process.

Part-Time Workers

LDN Apprenticeships abides by the legislative framework in place for part-time workers, especially the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations of 2000 and adjacent laws and regulations.



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LDN Apprenticeships recognises that it is an essential part of this policy that part-time employees are treated on the same terms, with no detriment, as full-time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave. LDN Apprenticeships also recognises that part-time employees must be treated the same as full-time employees in relation to training and redundancy situation.

Breach of this Policy

Any learner, partner or visitor suffering discrimination based on a protected characteristic or other characteristic mentioned in this policy should make recourse to LDN Apprenticeships Complaints Procedure.

Any employee suffering discrimination based on a protected characteristic or other characteristic mentioned in this policy should make recourse to LDN Apprenticeships' Grievance Procedure in the Employee Handbook.

The Company will investigate all complaints and grievances and where necessary take appropriate action, which may include the instigation of the Company's Disciplinary procedures.

Policy Sign Off

The current version of this policy has been signed off by the Chief Executive Officer.

Signature

A handwritten signature in black ink, appearing to read 'S. Bozzoli', written over a horizontal line.

Name

Simon Bozzoli

Date

1 February 2024