

Action Community Enterprises CIC (ACE)

Equality and Diversity Policy



Policy number:	ED01
Version:	5.0
Policy holder:	Lou Gardiner
Approval board:	ACE Board of Directors
Date of original approval:	September 2014
Date of latest approval:	September 2025
Review period:	Annually
Date of next review:	September 2026

Action Community Enterprises CIC

Viking House, Dewing Road, Rackheath Industrial Estate, Norwich, NR13 6PS. Company No. 7663378

Tel: 01603 720308, Email: info@ace-project.org.uk

Equality and Diversity Policy

ACE is committed to creating an environment which supports and promotes equality of opportunity and celebrates the diversity of its staff and students.

A commitment to Equality and Diversity means that ACE complies with the provisions of the [Equality Act](#) 2010.

The following are bound by this policy:

- All staff
- Directors
- Students
- Any voluntary helpers/workers
- Any other person or organisation contracted to work with ACE
- Visitors to ACE.

General Aims

It is the aim of ACE to provide an open and welcoming environment for all individuals and groups within the local community and to eliminate any conditions, procedures and individual behaviour that can lead to discrimination even where there was no intent to discriminate, with particular regard to: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. This extends to discrimination by association or perception.

Implementation

To implement this policy ACE will:

- Actively work towards equality of opportunity for all learners and staff regardless of ethnic or national origins, beliefs, gender or marital status, disability, age, sexual orientation, race, colour, nationality, HIV status, social class, religious or other beliefs or domestic responsibility.
- Actively work towards eliminating discrimination on the grounds of perception or association.
- Ensure that all participants in the educational process are aware that they have a legal and moral duty to play their part in this.
- Take action to celebrate and promote diversity.
- Take action to encourage participation of under-represented groups.
- Publicise and promote procedures underpinning ACE's commitment to equality and diversity.

This policy will particularly focus upon:

- Access to and participation in education and training:
- A clear statement of ACE's commitment to equality and diversity will be given in ACE publications.
- ACE's admissions system will be free from bias.

Action Community Enterprises CIC

Viking House, Dewing Road, Rackheath Industrial Estate, Norwich, NR13 6PS. Company No. 7663378

Tel: 01603 720308, Email: info@ace-project.org.uk

- ACE will provide information, advice and guidance for all applicants which takes into account the individual needs of the applicant.
- ACE will work towards its facilities being accessible to all students.
- ACE will provide programmes that are flexible and responsive to the needs of individuals, groups and the local community
- Publicity will reflect equality & diversity.

The Selection, Recruitment and Promotion of Staff

- Recruitment for all positions within ACE will be carried out in accordance with the Equality Act 2010.
- Every job description will include a statement that commits all employees to compliance with this policy.
- Recruitment and selection training will be provided and will address issues of equality and diversity.
- Job sharing will be considered where appropriate.

Curriculum

“Curriculum” encompasses needs analysis, subject content, student centred and work-related teaching and learning, assessment of students and evaluation of provision.

- ACE will ensure that equality and diversity are embedded in curriculum development, subject teaching and materials, with staff adopting a positive approach to promoting diversity and good relations between different groups.
- Curriculum design will take account of progression and access, and the accreditation of prior learning and experience.
- ACE will aim to provide a curriculum that meets the individual needs of our students and local community.
- ACE will ensure that curriculum delivery is underpinned by access to language, literacy, numeracy and other forms of support where necessary.
- Celebrate the success of our learners in publications, events and displays.
- ACE will encourage the integration of students with disabilities, students with learning difficulties will be offered individualised programmes of study to assist them where necessary.

Promoting Good Relations

ACE will endeavour to promote good relations between individuals and between groups, ensuring that harassment and bullying are not tolerated under any circumstances by:

- Ensuring that ACE develops and implements policies, procedures, practices and plans that promote good relations
- Celebrating the diversity of our students and staff through publications and events.
- Ensuring that all staff and students are made aware that any harassment or bullying is not tolerated and will be dealt with under Staff and Student Disciplinary procedures

- Promoting ACE policies and procedures against discrimination, harassment and bullying, ensuring that staff and students are aware of the policies and procedures
- Ensuring that all incidents of harassment and bullying are reported to and monitored by the management team.

Professional Development

Ensuring that staff and Directors understand the significance of equality and diversity, and know how to implement these in their work by:

- Ensuring that job descriptions include equality and diversity which is tested through the selection process
- Ensuring that all newly appointed staff have an induction to ACE policies and procedures within three months of starting their employment
- Ensuring that all members of staff attend regular equality and diversity training.

Complaints, Grievances, Disciplinary Issues and Allegations of Discrimination

- Formal complaints by students relating to equal opportunities will be dealt with in accordance with the complaints procedure.
- Complaints by staff will be handled in accordance with ACE's grievance procedure or Whistleblowing Policy.
- Disciplinary issues relating to equal & diversity will be dealt with in accordance with ACE's disciplinary procedures for staff and students.