

## Equal Opportunities Policy



**Effective Date:** March 2025

**Last Review Date:** March 2026

### **Achieve UK Training Ltd**

95 Grove Lane, Handsworth,

Birmingham, B21 9HF

Phone: 0121 454 2525

Mobile: 07941015599

Email: [contact@achieveuktraining.com](mailto:contact@achieveuktraining.com)

Website: [www.achieveuktraining.com](http://www.achieveuktraining.com)

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### **1. Purpose**

Achieve UK Training Ltd is committed to promoting equality, diversity, and inclusion in all aspects of its operations. This policy ensures that all individuals receive fair and equal treatment, free from discrimination, harassment, or victimization.

### **2. Scope**

This policy applies to all employees, contractors, learners, and stakeholders associated with Achieve UK Training Ltd.

### **3. Commitment to Equality**

Achieve UK Training Ltd strives to:

- Provide a working and learning environment free from discrimination.
- Promote diversity by encouraging the participation of underrepresented groups.
- Ensure all employment and training opportunities are accessible to everyone.

### **4. Protected Characteristics**

We do not tolerate discrimination based on:

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

### **5. Responsibilities**

- **Management:** Ensure compliance with this policy and take immediate action against discrimination.
- **Employees and Contractors:** Treat all colleagues and learners with dignity and respect.
- **Learners and Stakeholders:** Adhere to our equality principles while engaging with our services.

## 6. Reporting Discrimination or Harassment

Anyone who experiences or witnesses discrimination should report it through one of the following channels:

- **In Person:** Speak to a manager or supervisor.
- **By Phone:** Call 0121 454 2525 or 07941015599.
- **By Email:** Contact us at [contact@achieveuktraining.com](mailto:contact@achieveuktraining.com).
- **By Post:** Submit a written complaint to our office address.

## 7. Investigation and Resolution

1. **Acknowledgment:** Complaints will be acknowledged within **5 working days**.
2. **Investigation:** A formal investigation will take place within **10 working days**.
3. **Outcome and Resolution:** Appropriate actions will be taken within **15 working days**.
4. **Appeal Process:** If the complainant is not satisfied, they may appeal in writing within **10 working days**.

## 8. Consequences of Non-Compliance

Any individual found to be in breach of this policy may face disciplinary action, including termination of employment or exclusion from training programs.

## 9. Review and Amendments

This policy is reviewed annually and updated as necessary to reflect changes in equality legislation.

For any further queries, please contact us at [contact@achieveuktraining.com](mailto:contact@achieveuktraining.com) or visit [www.achieveuktraining.com](http://www.achieveuktraining.com).

### Approved by:

Manav Arora

Director and Head

01 March 2025