



Equality, Diversity & Inclusion (EDI) Policy

1. Policy Statement

Hughes Driver Training is committed to promoting equality, valuing diversity, and creating an inclusive environment for all employees, learners, and stakeholders. We believe everyone has the right to be treated fairly, with dignity and respect, and to work and learn in an environment free from discrimination, harassment, and victimisation.

2. Scope

This policy applies to:

- All employees, contractors, and volunteers.
- All learners and applicants.
- All aspects of employment and training, including recruitment, induction, development, promotion, and exit.

3. Legal Framework

We comply with the **Equality Act 2010** and relevant legislation, which protects individuals from discrimination on the basis of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

4. Our Commitments

- Ensure recruitment, training, and promotion decisions are based on merit, competence, and potential.
- Provide reasonable adjustments for employees and learners with disabilities.

- Address any complaints of discrimination, harassment, or victimisation promptly and confidentially.
- Promote equality and diversity through training, awareness, and leadership examples.
- Monitor and review policies, practices, and procedures to ensure fairness.

5. Responsibilities

- **Senior Management:** Lead by example, ensure compliance, and provide resources for EDI initiatives.
- **Managers:** Apply policies fairly, address concerns, and foster an inclusive culture within their teams.
- **Employees & Learners:** Treat others with respect, challenge inappropriate behaviour, and report concerns.

6. Reporting & Complaints

Any employee or learner who believes they have been discriminated against or subjected to harassment or victimisation should report it:

- Informally to their manager or trainer, or
- Formally through the Grievance Procedure (employees) or Complaints Process (learners).

We will investigate all concerns promptly, fairly, and confidentially, and take appropriate action.

7. Breaches of Policy

Breaches of this policy by employees will be addressed under the Disciplinary Procedure. Learners found in breach may face removal from the programme.

8. Monitoring & Review

This policy will be reviewed annually or sooner if required by changes in legislation or operational needs.

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