



SNIPEF
TRAINING SERVICES

SNIPEF Training Services Ltd

Equality, Diversity & Inclusion Policy
2023 - 2024

SNIPEF Training Services Ltd – Equality, Diversity & Inclusion Policy Statement

In line with the Equality Act 2010, it is the policy of SNIPEF Training Services Ltd (STS) that there shall be no discrimination or less favourable treatment of employees or job applicants in respect of age, race, religion or belief, gender, sex, sexual orientation, pregnancy, disability or marital status. STS is fully committed to ensuring there is no unfair or unlawful discrimination in relation to employees, job applicants, employers, apprentices, sub-contractors and members of the public. This policy sets out STS's approach to Equality, Diversity and Inclusion (E,D&I). STS is dedicated to promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights into the workplace and enhance job performance.

STS aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination. Employees will be trained on the basis of their capabilities, qualifications and experience without discrimination. The aim is for our workforce to be truly representative of all sections of society.

The purpose of the policy is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
- Not unlawfully discriminate by breaching the Equality Act 2010 protected characteristics 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 (gender) and sexual orientation;
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other progressive opportunities.

In order to put this policy into practice in the day-to-day operations of STS, we will strive to:

- Monitor decisions on recruitment, selection, training and promotion to ensure they are based solely on objective and job related criteria;
- Provide training for all staff to ensure that they understand the nature of discrimination and are fully aware of their responsibilities in implementing our E,D&I Policy;
- Ensure that all policies are applied thoroughly and fairly particularly those relating to any complaint involving discrimination or harassment;
- Communicate this policy to employees, employers, apprentices, sub-contractors and third parties, where applicable, through induction, training and communications;
- Encourage our employers, apprentices, sub-contractors and third parties to adopt policies and working practices, which reflect our own views and values on E,D&I;

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

STS commits to:

- Promote Equality, Diversity & Inclusion in the workplace at all times.
- Review our E,D&I documentation such as this E,D&I Policy and our E,D&I Action Plan on a regular basis to ensure it meets the needs of the Plumbing & Heating Industry, STS and legalisation.
- Create a working environment free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of STS work activities. Such acts will be dealt with as misconduct under STS grievance and/or disciplinary procedures, and appropriate action will be taken.

Key stakeholders such as employers, placement providers and sub-contractors used by STS are to undertake recruitment, selection, training, development and promotion designed to ensure that no job applicant, employee or trainee receives less favourable treatment due to any of the protected characteristics above. STS will ensure (to the best of its ability) that all stakeholders have an Equality, Diversity and Inclusion Policy (or equivalent) in place and adhere to it. Apprentices enrolled on the STS Modern Apprenticeship in Plumbing & Heating can gain advice and assistance with regards to E,D&I from the STS Regional Training Officers and/or Head Office staff. All employees are responsible for the promotion and advancement of this policy and STS will support its implementation and communication through its Equality, Diversity & Inclusion Action Plan.

This policy will be reviewed on a regular basis and the Training Manager, Training Team Leader and Business & Equality Officer will be responsible for monitoring the implementation and effectiveness of the policy.

The E,D&I policy is operational for the period of **1st April 2023 to 31st March 2024** and has been approved by the STS Board of Directors and STS Chief Executive Officer.



SNIPEF Training Services Ltd

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