

# Equality, Diversity and Inclusion Policy

## Policy Purpose

This document sets out Elevate EPA Ltd (Elevate) duties in relation to Equality, Diversity and Inclusion.

Elevate is dedicated to ensuring equality of opportunity and the practice of non-discrimination in all facets of our operations, with a particular focus on the design, delivery and awarding of End-Point Assessments (EPA). This policy articulates our steadfast commitment to promoting equality and fostering diversity within our organisation.

Within our organisation, we:

- Establish a secure and supportive environment for our valued staff.
- Champion diversity, actively encouraging representation among our workforce.
- Cultivate an inclusive workplace culture where every voice is heard.
- Recognise and celebrate the unique contributions of each team member while instilling an ethos of equality and diversity.
- Provide support to disabled staff members or staff members with specific needs.
- Utilise imagery that is not only inclusive but actively promotes diversity.
- Continuously enhance our understanding of equality and diversity issues, ensuring that our practices evolve in response.

Within our assessment operations, we:

- Actively listen to and address the needs of our employers/providers.
- Facilitate open and constructive dialogues surrounding learners' needs within the EPA process.
- Acknowledge the importance of accommodating reasonable adjustments for learners.
- Demonstrate awareness in conducting assessments for learners with specific language challenges.
- Proactively eliminate obstacles that may hinder the smooth execution of EPA activities.
- Ensure that our assessment materials are free from any biases that might disadvantage learners with shared characteristics.
- Exhibit a deep understanding of the concept of protected characteristics and make necessary adjustments when required.

## Legal Framework

This policy is grounded in the legal framework established by The Equality Act 2010, which amalgamates various acts including the Equal Pay Act 1970, Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Human Rights Act 1998, and the Special Educational Needs and Disability Act 2001.

## Promoting Equality When Recruiting Staff

- We are committed to widening our talent pool by actively seeking staff from diverse backgrounds.
- Our job roles are advertised widely to ensure they reach a broad and inclusive audience.
- We actively encourage applications from disabled people and people with specific needs.
- We are vigilant in ensuring that location and venue accessibility do not create barriers for applicants.
- All applicants undergo assessment against transparent and equitable criteria.
- New employees receive support to access the software and resources needed to excel in their roles.
- Opportunities for onboarding training and personalised support are extended as needed.
- Equitable remuneration is ensured for assessors in identical roles and standards.

## Monitoring and Ensuring Fairness in Selection

Our application process is closely monitored to uphold principles of fairness, diversity, and ethical conduct.

## Accessibility to Our Services

To ensure that our End Point Assessment services are accessible to all:

- We actively promote our services to a wide audience.
- Information is communicated clearly and concisely, both in spoken and written form.
- Our assessment processes do not discriminate based on any protected characteristics.
- We ensure that all apprentices are informed about this equality and diversity policy.
- A Reasonable Adjustments and Special Considerations Policy is in place to accommodate apprentices with disabilities.

## **Inclusive Practices in EPA Design, Delivery, and Recognition**

Our commitment to inclusivity is evident throughout the entire EPA process:

- We ensure that learners, employers/providers have equal access to information and learning materials.
- Stereotypes and derogatory images are consciously avoided in material selection.
- Collaboration with employers/providers ensures that assessment dates and times are accommodating.
- We prioritise the accessibility of our platforms and provide clear usage guidelines.
- Messages, updates, and guidance are disseminated in a timely manner and in formats that cater to diverse needs.

### **During the EPA Delivery**

- Assessors are encouraged to foster an environment characterised by mutual respect.
- Assessor training underscores the unacceptability of discriminatory behaviour.
- Reasonable adjustments are extended inclusively to learners with special educational needs.
- Apprentices whose first language is not English are fully supported to undertake EPA without any bias.

### **Celebrating Learners Diversity**

- We take pride in the diversity of our learners, acknowledging the rich variety of workplace experiences they bring.
- Learners are encouraged to share their unique backgrounds and experiences without fear of discrimination or prejudice.
- For learners whose first language is not English, we highly value the unique contributions of their culture and language.

### **Policy Review**

This policy was last updated in September 2023. We commit to reviewing it annually and in accordance with legislative requirements.