



## **Diversity and Equality Policy for National Learning Group**

### **1. Policy Statement:**

National Learning Group (NLG) is committed to promoting diversity and ensuring equality in its online tutoring operations. We believe that a diverse and inclusive environment, where everyone has the opportunity to reach their full potential, benefits both our employees and the communities we serve. This policy underscores our commitment to providing equal opportunities regardless of race, ethnicity, religion, gender, age, sexual orientation, disability, or socioeconomic status.

### **2. Purpose:**

This policy aims to:

- Prevent discrimination and promote equal opportunities within all NLG's operations and interactions.
- Foster an inclusive culture where differences are embraced and respected.
- Ensure all staff, tutors, and students are treated fairly and with dignity.

### **3. Scope:**

This policy applies to all employees, contractors, volunteers, tutors, and students within NLG. It covers all aspects of employment, including recruitment, pay, conditions, promotions, training, and every other facet of employment.

#### **4. Responsibilities:**

- Management: Ensure this policy is implemented effectively and aligned with organisational objectives. Regular training and updates on diversity issues are mandatory for all management staff.
- Employees and Tutors: Adhere to the policy and support measures put in place to ensure fairness and equality. Employees and tutors should strive to behave in a manner that promotes inclusivity and respect.
- Students: Encouraged to respect the diversity of their tutors and peers and to report any discriminatory behaviour they experience or witness.

#### **5. Recruitment and Employment:**

Recruitment, promotion, and employment decisions are based solely on objective criteria and the qualifications and abilities needed for the work to be performed. NLG is committed to maintaining a workplace where everyone has an equal opportunity to contribute and succeed.

#### **6. Dealing with Complaints:**

All complaints of discrimination will be taken seriously and handled promptly and confidentially. Complaints can be made without fear of retaliation. An effective mechanism for dealing with complaints and grievances shall be clearly defined and communicated to all stakeholders.

#### **7. Monitoring and Review:**

This policy will be monitored regularly to ensure its effectiveness. Statistics and reports will be reviewed to monitor the policy's impact and to identify areas where improvements can be made. The policy will be updated as necessary to reflect new legal and regulatory developments.

This policy will be distributed to all employees, and it will be communicated to all students during the induction process.

#### **8. Conclusion:**

NLG recognises that achieving the objectives of this diversity and equality policy requires commitment and action from all levels of the organisation. We are committed to continuous improvement and to fostering a learning environment that reflects the diversity of the communities we serve.

### **Student Enrolments:**

National Learning Group is dedicated to ensuring our enrolment processes reflect our commitment to diversity and equality. We strive to make our educational services accessible to a wide range of students from diverse backgrounds. The enrolment process is designed to be fair, transparent, and free from discrimination.

- **Accessibility:** We ensure that our enrolment procedures are accessible to individuals from all backgrounds, including those with disabilities. This includes providing application materials in accessible formats and offering assistance where needed.

- **Inclusivity in Marketing:** Our marketing materials accurately reflect the diversity of our student body and community. We use inclusive language and imagery that does not stereotype or marginalise any group.

- **Criteria for Selection:** Selection criteria for course enrolment are clearly defined and communicated, without regard to any irrelevant personal characteristics.

- **Ongoing Support:** Once enrolled, students have access to a range of support services designed to assist them in achieving their educational goals. These services include mentoring, tutoring, and access to resources, ensuring that all students have the support they need to succeed.

Adoption Date: 03/01/2024

Review Date: 03/01/2026