

POLICY · POL / EQUALDIVERS

Equality & Diversity *Policy.*

Our commitment to equality of opportunity, dignity and respect for all employees, learners, centre staff and stakeholders — in adherence to the Equality Act 2010 and its 2023 regulations.

SECTION 01

Introduction

The AI Board aims to ensure that all employees, learners, centre staff and other stakeholders are treated equally and provided with equality of opportunity.

The purpose of this policy is to establish the principles which underpin the provision of equality of opportunity at The AI Board. The policy will set out clear guidance on how equal opportunities will be implemented and will describe the monitoring arrangements that will exist to ensure equality of opportunity is delivered. The policy will steer the way we work and will be applicable to all employees, directors, contractors, business partners and customers of The AI Board.

As a company, we commit to adhering to the **Equality Act 2010** and its subsequent amendments (the **2023 regulations**).

SECTION 02

Principles and Commitment

The AI Board believes that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of individuals and empowers them to attain their full potential. We wish to enable individuals working with and learning through The AI Board to make a full contribution to the organisation and to derive maximum benefit, satisfaction and enjoyment from their involvement in the work of The AI Board.

We aim to create an atmosphere which is welcoming for all learners, staff and other individuals working with The AI Board. At The AI Board, individuals will receive the same level and quality of service irrespective of their age, disability, marital status, pregnancy and maternity, race, ethnic origin, colour, nationality, gender or other distinguishable characteristics. The AI Board is opposed to all forms of unlawful and unfair discrimination.

In its employment policies and practices The AI Board will ensure that:

individuals are treated with respect and dignity

no job applicant, employee or learner is unfairly discriminated against on the basis of distinguishing characteristics such as age, race, colour, ethnic origin, gender or disability

no applicant or employee is unfairly disadvantaged by factors that are not directly relevant to the requirements of the post

the right to equal pay for posts with similar terms and job specifications

there is no indirect discrimination where a person without a relevant protected characteristic suffers substantively the same disadvantage as those with that protected characteristic

there is no direct discrimination related to pregnancy, maternity and breastfeeding

However, The AI Board understands that there may be some occupational roles and associated requirements that need staff with particular skills. The AI Board will therefore undertake positive action, permissible within the law, to deal with these matters.

In its work with centres and learners The AI Board will ensure that:

all qualifications are made accessible to as wide a range of learners as is possible

they are treated with respect and dignity

they will be treated fairly regarding all The AI Board procedures

the needs of individual learners are addressed, as far as possible. The AI Board will approve any reasonable adjustments, as far as practicable and take account of any special considerations

The AI Board will ensure learners receive appropriate support from centres, so they can benefit from the opportunities available and can attain their full potential

SECTION 03

Delivering Equality of Opportunity

We will:

develop, and as part of all reviews, policies which are cognisant of the Equality Act 2010 and its subsequent amends (regulations 2023) against the nine protected characteristics

make clear our expectations and commitments to equality and diversity during the recruitment and selection process and induction of staff and associates

provide training so that the principles underpinning equal opportunities are understood, recognised and embedded in the work of The AI Board

provide reasonable adjustments as far as possible for staff and learners who are or who become disabled

provide transcripts of videos for those who are hard of hearing

direct centres with learners with visual impairment to text reading software

ensure all members of The AI Board team understand how to provide good client care and equality and diversity in quality assurance

ensure all our marketing materials and events which inform prospective staff, learners, centres and other stakeholders are representative of The AI Board community and fully explain our commitment to equality and diversity

make robust steps to ensure where artificial intelligence is utilised in the delivery of our services any potential system biases are investigated and removed

ensure we develop our qualifications in line with the regulatory conditions relating to the equality and diversity that we are subject to

ensure that we comply with the requirements of Equalities Law in relation to each of the qualifications which we make available by including a equality and diversity review as part of the qualification development and review process.

monitor the performance of The AI Board qualifications to highlight any features which may disadvantage a group of learners and remove any features if possible

use The AI Board marketing material, events and other activities to celebrate equality and diversity as appropriate

promote increased diversity in the wider industry

endeavour to foster a diverse environment which takes account of individual need and cultural backgrounds

ensure that we embed equality and diversity within programme planning, teaching and learning, assessment and quality assurance resources

The policy will be published as mandatory to include The AI Board staff, centre staff (if they do not have their own), learners, directors and the other stakeholders and will be available in a number of formats on request.

The AI Board will encourage any individual who wishes to report any instances of discrimination and will provide a confidential process by which these concerns can be dealt with by means of the formal complaints procedure. The AI Board will take action against anyone who is in breach of the Equality and Diversity policy.

SECTION 04

Monitoring the Implementation of the Policy

The AI Board will ensure effective systems to monitor and evaluate equality and diversity. This will include the following:

Collecting and analysing data on learner registrations and achievement in terms of age, ethnicity, gender and disability so that any trends can be identified

Collecting and analysing data on participants progression in terms of age, ethnicity, gender and disability, including progression within The AI Board, progression onto other qualifications.

Monitoring and analysing staff recruitment and retention data, staff progression and any issues associated with pay gaps in relation to age, gender, and disability

Collecting and analysing data on the use of The AI Board policies and procedures, as they relate to this policy

Monitoring and analysing the take-up of training and development opportunities for staff

Ensuring The AI Board policies in relation to equality and diversity are regularly monitored, reviewed and updated, in line with legal and regulatory requirements

Producing an annual equality and diversity report for discussion by the Board of Directors

SECTION 05

Responsibility

The overall responsibility for ensuring this policy is implemented effectively belongs with the Chief Executive Officer of The AI Board. He/she will work closely with other key staff. This will ensure there is a whole organisation approach to implementation of the principles stated in this policy.

The Chief Executive Officer will be responsible for preparation of the annual report for the Board of Directors and updating this policy in accordance with The AI Board's policy review processes and any changes in legislation. The Chief Executive Officer will have overall responsibility for managing any complaints with regard to equality and diversity and the implementation of this policy, unless the complaint is made against the Chief Executive Officer or the Chair. In this case an independent member of the Board of Directors will manage the complaints process.

SECTION 06

Review

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POL	EQUALDIVERS	ADM	v0.2	March 2025	October 2026	J Jones / R Palmer	Y

Version Control

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