



Equality and Diversity Policy

Prime Tutors: Commitment to Equality and Diversity

1. Policy Purpose and Scope

Prime Tutors is fundamentally committed to fostering an environment free from unfair or unlawful discrimination and dedicated to being an equal opportunities employer. We believe in the strength derived from the **diversity of our workforce** and the communities we serve.

The objective of this policy is to ensure that no individual—whether an applicant, employee, contractor, or client—is subjected to disadvantage or receives less favorable treatment based on specific characteristics, which include:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership status
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Furthermore, we are proactively dedicated to preventing all forms of **victimization, harassment, and bullying**. This policy governs all facets of employment, from recruitment and selection through to training, development, deployment, and promotion.

2. Responsibilities and Oversight

- **Overall Accountability:** The Company Director is responsible for the overall implementation, ongoing monitoring, and review of this policy.
- **Management Role:** All managers and supervisors are required to actively promote and uphold equality of opportunity.
- **Individual Conduct:** Every person working for or with Prime Tutors is expected to treat others with respect and dignity.
- **Review:** We commit to regular review of our employment practices to guarantee that fairness, equality, and inclusion are consistently maintained across the organization. The policy itself will be reviewed and updated annually.

3. Commitments

As an Employer

We are committed to building and maintaining a positive working environment by:

- Valuing and respecting the individual differences and unique contributions of everyone.
- Ensuring that all employees, contractors, and other workers are consistently treated with dignity.
- Providing a workplace that is demonstrably free from intimidation, bullying, and harassment.
- Guaranteeing equitable access to opportunities for training, development, and career

progression for all staff.

As a Service Provider

We are committed to fair and equitable service delivery by:

- Delivering all services fairly and equitably to clients, irrespective of their background, circumstances, or protected characteristics.
- Assessing and appropriately responding to the varied needs of our service users.
- Establishing clear grievance and complaint procedures for staff, candidates, and clients to address concerns regarding unfair treatment.

4. Policy Details by Protected Characteristic

Characteristic	Our Commitment
Age	We will treat all individuals with dignity and respect, ensure equal access to development and employment, and actively challenge discriminatory assumptions and stereotypes based on age.
Disability	We will provide reasonable adjustments to ensure equal access to both services and employment. We will challenge discriminatory behavior and improve access to information via communication support, alternative formats, and assistive technologies.
Race	We will promote racial equality within the organization, respond promptly and sensitively to all racist incidents, and challenge racist conduct wherever it appears.
Gender	We will support equal access to representation, pay, and opportunities for all. We will challenge assumptions related to gender and offer protection and support to transgender employees, including those who are undergoing or have undergone gender reassignment.
Sexual Orientation	We will promote positive and inclusive representation of the LGBTQ+ communities and actively consider the needs of LGBTQ+ individuals.

Religion or Belief	We will respect all religious beliefs and observances and accommodate them where it is reasonably possible. We require that the expression of these views does not infringe upon the rights of others.
Pregnancy and Maternity	We will treat individuals with respect and fairness during maternity leave and pregnancy. We guarantee that no disadvantage will arise from pregnancy, childbirth, or maternity leave and will challenge discriminatory behavior.
Marriage or Civil Partnership	We will promote dignity and respect regardless of an employee's marital or partnership status and ensure no disadvantage results from their relationship status.
Equal Pay	We are committed to ensuring that all employees receive equitable pay and benefits for work that is of equal value, the same, or equivalent.

5. Policy Breaches

Any violation of this policy will be treated as an act of misconduct and may result in formal disciplinary action