

Equality, Diversity & Inclusion Policy

Revision	Date	Comments	Approved By	Review Due
0	31 st March 2023	Initial issue	D Holmes	31 st March 2024
1	15 th September 2023	Apprenticeship Delivery Manager in post	C Pape	15 th September 2024
2	22 nd January 2026	Review by Head of Technical College	C Oliff	22 nd January 2027

1.0 Policy Statement

KLM UK Engineering Technical College is committed to creating an inclusive learning environment for all apprentices. We aim to eliminate discrimination and promote equality across all aspects of apprenticeship training and college life. We value diversity as a strength and believe that fostering an inclusive culture enhances learning and personal development. Inclusion is a shared responsibility, and all individuals are expected to challenge inappropriate behaviour and contribute to a respectful environment.

This policy should be read in conjunction with the KLM UK Engineering ED&I policy.

2.0 Application

This policy applies to apprentices, staff, employers, visitors, subcontractors and partners.

3.0 Policy purpose and Aims

Our aim is to provide high-quality, inclusive education that celebrates diversity and supports apprentices to achieve their full potential. We strive to create a safe and respectful environment where everyone is treated with dignity and fairness. We will promote mutual respect, challenge discrimination, and eliminate harassment. Policies and practices will be regularly reviewed to ensure they meet the needs of a diverse apprentice community.

4.0 Linked policies

As well as the KLM UK Engineering company policy, this policy links to the following policies:

- Safeguarding and Prevent
- Behaviour and Attitudes

- Staff Code of Conduct

5.0 Roles and responsibilities

5.1 College Management

Technical College management are responsible for overseeing the implementation of this policy and developing related policies and guidelines where applicable. They will:

- Ensure policies and procedures comply with Equality Act 2010 and best practice.
- Monitor diversity data and address gaps or inequalities.
- Provide resources and training to support staff and apprentices.
- Investigate complaints thoroughly and confidentially.
- Promote a culture of respect and inclusion across the college.

5.2 College staff

All staff have a responsibility for modelling and upholding the expectations in this policy. When a member of staff becomes aware of poor behaviour, they should respond promptly, proportionately and assertively. They should:

- Model inclusive behaviour and challenge discrimination.
- Ensure teaching materials and delivery reflect diversity and inclusivity.
- Respond promptly and appropriately to reports of discrimination or harassment.
- Support apprentices with reasonable adjustments where required.
- Complete mandatory Equality, Diversity & Inclusion training.

5.3 Students

Students have a responsibility to follow this policy and report breaches of it. They will:

- Treat all peers, staff, and visitors with respect and dignity.
- Avoid any form of discrimination, harassment, or bullying.
- Report concerns or incidents promptly to a tutor or safeguarding officer.
- Engage in Equality, Diversity & Inclusion training provided by the college.
- Promote an inclusive and supportive learning environment among peers.

5.4 Employers

Employers are expected to:

- Provide apprentices with a safe and inclusive workplace.
- Comply with Equality Act 2010 and avoid discriminatory practices.
- Support apprentices with reasonable adjustments where needed.
- Collaborate with the college to resolve any equality or safeguarding concerns.
- Promote diversity and inclusion within the workplace.

6.0 Core Principles

- Equal Value: All students and staff are valued equally regardless of background or characteristics.
- Celebrate Diversity: Curriculum and activities are adapted to meet diverse needs.
- Positive Attitudes: Foster respect, inclusion, and global citizenship within the college.
- Employer Commitment: Work with employers to ensure fair treatment and inclusive practices for apprentices.
- Safeguarding: Protect apprentices from harm, bullying, and harassment.
- Protected Characteristics: Age, disability, gender reassignment, marital/civil partnership status, pregnancy/maternity, race, religion/belief, sex, sexual orientation.
- Definitions of Discrimination: Direct discrimination, indirect discrimination, harassment, victimisation, bullying.
- Unconscious Bias: Recognise and address subtle and unconscious discrimination.

7.0 Disability

The Equality Act 2010 defines a disability as a physical or mental impairment which has a long-term and substantial adverse effect on a person's ability to carry out normal day-to-day activities. We are committed to making reasonable adjustments to support apprentices with disabilities. Students should inform the college of any condition requiring support so that appropriate adjustments can be made.

8.0 Recruitment and Training

We are committed to:

- Ensuring fair recruitment and selection processes for apprentices.
- Providing equal access to training, assessment, and progression opportunities.
- Treating part-time and fixed-term apprentices equally regarding benefits and opportunities.
- Monitoring diversity data for apprentices to ensure representation and fairness

9.0 Breaches and Consequences

All complaints of discrimination, harassment, victimisation, or bullying will be treated seriously, confidentially, and promptly. Allegations made in good faith will not result in victimisation. False allegations made in bad faith will be addressed under disciplinary procedures. Any apprentice or staff member found to have committed or condoned

such acts will face disciplinary action, which may include removal from the programme or dismissal. These rules apply within the college, during off-site training, and on social media.

10.0 Monitoring

This policy will be reviewed and updated annually, or in line with updates to relevant legislation.