

Equality and Diversity Policy

McAnderson Associates Limited

1. Policy Statement

McAnderson Associates Limited is committed to promoting equality, diversity, and inclusion in all areas of its operations. We strive to create a learning and working environment where everyone is treated fairly, respectfully, and with dignity, regardless of age, gender, race, disability, sexual orientation, religion, belief, or socioeconomic background.

2. Purpose

This policy sets out our commitment to:

- Eliminate unlawful discrimination and harassment.
- Promote equality of opportunity and good relations between different groups.
- Ensure that learners, staff, and partners feel respected, supported, and valued.

3. Scope

This policy applies to:

- All learners
- All employees and volunteers
- Tutors, assessors, IQAs, and administrative staff
- Contractors, partners, and stakeholders
- Visitors to our premises (physical or digital)

4. Legal Framework

This policy aligns with and supports:

- The Equality Act 2010 (UK)
- Highfield Qualifications and Ofqual standards
- Any relevant Nigerian equality legislation for operations in Nigeria

5. Our Commitment

We will:

- Embed equality and diversity into the curriculum, training, and all centre operations.
- Ensure inclusive access to courses, facilities, and opportunities.
- Make reasonable adjustments for people with disabilities or additional needs.
- Recruit, develop, and retain staff and learners fairly and inclusively.
- Challenge and address any form of discrimination, harassment, or bullying.

6. Implementation

a. Recruitment and Admissions

- Use fair and objective criteria during recruitment of staff and enrolment of learners.
- Ensure marketing materials reflect diversity and inclusivity.

b. Teaching, Learning, and Assessment

- Use inclusive teaching methods and materials.
- Provide reasonable adjustments for learners with specific needs.
- Ensure assessments are fair, valid, and accessible to all.

c. Monitoring and Reporting

- Collect and monitor data related to learner performance and staff diversity.
- Review policies and practices regularly to eliminate bias or disadvantage.
- Report equality issues to the Senior Management Team (SMT) for action.

d. Staff Training

- Provide regular training on equality, diversity, and unconscious bias.
- Encourage reflective practice among assessors and tutors.

7. Raising Concerns

Any learner or staff member who feels they have experienced discrimination or unfair treatment may raise their concerns via the **Complaints Procedure**. All complaints are taken seriously and will be handled sensitively and confidentially.

8. Responsibility

Role	Responsibility
Senior Management Team	Overall accountability for equality strategy and compliance
Centre Manager	Day-to-day responsibility for implementation and monitoring
Staff and Tutors	Promote inclusive behaviour and respond to discrimination
Learners	Respect others and report concerns or discrimination

9. Review and Monitoring

This policy will be reviewed annually or when there are significant legislative or operational changes. Feedback from learners and staff will be considered as part of the review.

10. Policy Approval

Approved by: Akindayo Akindolani

Position: Founder & CEO

Date: 18th May 2025