

# ICTQual AB

## Equality, Diversity and Inclusion (EDI) Policy



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# **ICTQual AB**

# **Equality, Diversity and Inclusion (EDI)**

# **Policy**

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## 1. Purpose

The purpose of this policy is to promote and support a culture of equality, diversity and inclusion across ICTQual AB operations, ensuring all learners, staff and stakeholders are treated fairly and without discrimination.

## 2. Scope

This policy applies to:

- ICTQual AB employees, contractors and representatives.
- Approved Training Centre's (ATCs).
- Learners, assessors, moderators and external stakeholders.

## 3. Policy Statement

ICTQual AB is committed to fostering an inclusive environment that celebrates diversity, ensures equality of opportunity and prohibits discrimination, harassment or victimization. All individuals associated with ICTQual AB have a right to be treated with dignity and respect.

## 4. Legal Framework

This policy complies with UK legislation, including but not limited to:

- The Equality Act 2010
- The Human Rights Act 1998
- The Employment Rights Act 1996

These laws protect individuals against discrimination based on protected characteristics

## 5. Roles and Responsibilities

### 5.1 ICTQual AB Management

- Ensure compliance with the EDI policy.
- Provide training and resources to promote EDI principles.
- Monitor and address EDI-related issues.

### 5.2 Approved Training Centres (ATCs)

- Implement and adhere to ICTQual AB's EDI policy.
- Promote EDI principles within their centres.
- Handle discrimination or harassment complaints promptly and fairly.

### 5.3 Learners and Staff

- Treat others with respect and dignity.
- Report any concerns or breaches of this policy.

## 6. Commitment to Equality, Diversity and Inclusion

### 6.1 Equality

Equality means ensuring that everyone has an equal opportunity to access and benefit from ICTQual AB qualifications and services, regardless of their background or characteristics.

#### a. Diversity

Diversity involves recognizing, respecting and valuing the differences between individuals and groups. ICTQual AB celebrates diversity by creating an environment that encourages varied perspectives.

#### b. Inclusion

Inclusion ensures that all individuals feel valued and supported. ICTQual AB aims to eliminate barriers and provide reasonable adjustments to ensure equal access for all.

## 7. Implementation of the Policy

### 7.1 Recruitment and Selection

- Ensure recruitment processes are free from bias.
- Promote equal opportunities in hiring and career advancement.

### 7.2 Accessibility

- Provide reasonable adjustments to accommodate individuals with disabilities or other needs.
- Ensure learning materials and assessments are accessible to all.

### 7.3 Training and Awareness

- Deliver regular EDI training to staff, ATCs and stakeholders.
- Raise awareness of EDI principles and legal obligations.

### 7.4 Inclusive Learning Environment

- Encourage the use of inclusive language and behavior.
- Promote representation and inclusivity in teaching and learning materials.

## 8. Reporting and Resolving Discrimination or Harassment

### 8.1 Reporting Process

- Complaints must be submitted in writing to the designated EDI officer at ICTQual AB or the respective ATC.
- Reports should include specific details of the incident(s), individuals involved and supporting evidence.

### 8.2 Investigation

- All reports will be acknowledged within 5 working days.
- A neutral investigator will conduct a thorough investigation, ensuring confidentiality and impartiality.

### 8.3 Outcomes

- If a breach is confirmed, corrective action will be taken, which may include disciplinary measures, training or policy updates.
- Complainants and respondents will be informed of the outcome within 30 working days.

## 9. Monitoring and Review

ICTQual AB will:

- Conduct annual reviews of the EDI policy and related practices.
- Gather feedback from learners, staff and stakeholders to inform updates.
- Publish EDI reports highlighting progress and areas for improvement.

## Contact Us

*For further information or assistance with conflicts of interest, please contact ICTQual AB:*

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