

Equality, Diversity & Inclusion Policy

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Contents

Document Approval	3
AMENDMENTS.....	3
Equality, Diversity & Inclusion Policy	4
1. Policy Statement	4
2. Roles, Responsibilities and Implementation	4
3. Objectives.....	6
4. Scope of this policy	6
5. Other related policies	6
Annex A - Pearson plc's Diversity and Inclusion Policy Statement.....	7
Annex B - Pearson plc's Global Code of Conduct; II Respect and integrity at work.....	7

Document Approval

Overall Responsible Officer

VP Pearson TQ Martyn Leader..... Date.....

AMENDMENTS

Serial	Authority/Reference/Detail	Date Amended	By Whom Amended
1.0	Amended to reflect new Pearson TQ branding	17/03/2017	Neil Saunders
2.0	Amended as part of annual review	27/03/2019	Tina Hutchinson
2.1	Amended and reviewed by Global Diversity and Inclusion Team and Project Manager.	04/04/2019	Peter Hughes & Tina Hutchinson
2.2	Amended and reviewed by Project Manager.	23/04/2019	Tina Hutchinson
2.3	Amended and reviewed by Head of Work Based Learning	23/4/2019	Poppy Carter Mills
3.0	Reviewed as part of Lead Provider Project	27/08/2019	Teresa Povey
3.1	Reviewed by the Independent Advisor	27/09/2019	Olga Bottomley
4.0	Updated and amended as part of annual review	06/01/2021	Neil Saunders

Equality, Diversity & Inclusion Policy

1. Policy Statement

This policy outlines Pearson TQ¹'s (TQ Education and Training Limited') recognition and celebration of equality and diversity, and to ensure equality of opportunity and fair treatment for everyone involved with Pearson TQ Education & Training Limited. Pearson TQ strive to achieve a working and learning environment where people treat each other with mutual respect and courtesy irrespective of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (protected characteristics) which is irrelevant to a person's working or learning at Pearson TQ and whilst socio-economic background is not a legally protected characteristic, Pearson TQ is committed to combating any discrimination on this basis and recognises the harm that discrimination has in terms of an individual's access to equality of opportunity) In accordance with the [Equality Act 2010](#), we are committed to promoting good race relations, respect for protected characteristics and harmony between individuals and groups.

All staff, both current and potential, apprentices, non-employed and visitors will be treated with respect, courtesy and dignity to establish a culture where diversity is valued. It is intended to develop a positive and constructive learning and working environment that is free from victimisation, discrimination and harassment.

All staff, users of Pearson TQ, associates, partners and contractors are required to embrace this policy, and all other Pearson PLC policies and best practice which this policy is based on. For this Policy to be successful, every learner and member of staff involved, must be properly trained and given every reasonable opportunity to strive to reach their full potential within an environment of mutual trust and respect.

2. Roles, Responsibilities and Implementation

At Pearson TQ Education and Training Limited we are committed to providing a high-quality service to our apprentices and staff. Pearson TQ's Senior Management Team has overall responsibility for ensuring Pearson TQ operates within a framework of equality of opportunity and diversity, and for the effective operation of this policy; ensuring its maintenance and review to the Senior Quality and Compliance Manager. Pearson TQ's Vice President will be responsible for displaying a consistent and high-profile lead on equality and diversity matters and ensuring the policy is followed.

The management team at Pearson TQ will set recruitment targets in accordance with our Safer Recruitment Policy, and achievement and progression rates in accordance with the ethos of the [Education Inspection Framework](#) and statutory codes of practice. We will set one or more targets and publish our equality measures to meet the deadlines. The management team at Pearson TQ undertake management of and are responsible for, the promotion of Equality and Diversity; the formulation of policy, procedures and any action plans where appropriate.

¹ TQ Education and Training Limited's brand is 'Pearson TQ' as it is part of Pearson plc Group.

All Pearson TQ staff members are responsible for:

1. Taking appropriate measures in line with the [Pearson Code of Conduct](#) should incidents arise that breach this policy.
2. Annually undertaking [Pearson's Code of Conduct](#) certification and training.
3. Being able to recognise discrimination/unacceptable activity.
4. Promoting equality, diversity and inclusion.
5. Keeping abreast with legislation regarding equality, diversity and inclusion.
6. Undergoing training, development and seizing learning opportunities.
7. Reporting any form of discrimination within Pearson and where appropriate to any external regulatory bodies.

All Pearson TQ staff members are encouraged to:

1. Engage with and participate in various Employee Resource Groups² that help employees advance their careers through networking, mentoring, and professional development. On an institutional level, they foster new ways of thinking, encourage innovation, inform product development, increase employee engagement, and enhance workplace culture.
2. Undertake training focused on Equality, Diversity and Inclusion via Pearson's in-house Learning and Development Platform '[Pearson U](#)' available to all Pearson TQ employees.
3. Attend and participate in Equality, Diversity and Inclusion awareness events and workshops taking place across Pearson throughout the year, which can be found on Pearson's Intranet Site page - [Global Equality, Diversity & Inclusion](#).
4. Take part in [Pearson's Annual Global Inclusion Week](#).

All Pearson TQ staff members when training apprentices must ensure that:

1. All learners undertaking an apprenticeship program at the commencement of the program attend a detailed and robust induction program that addresses Equality, Diversity and Inclusion core values and Pearson TQ's policy.
2. As part of each apprentices personal development they undertake Equality, Diversity and Inclusion training to further develop their knowledge and understanding around inclusivity, respect and tolerances of other apprentices.
3. As part of the management of apprentice progress through the review process, Equality, Diversity and Inclusion assessments take place to reinforce the policy.

Any staff members or apprentices who believe that they are being discriminated against, harassed or victimised may report their concerns to their manager, HR partner or on [PearsonEthics.com](#) as per Pearson's Global Code of Conduct Policy (Annex B).

² Some Employee Resource Groups include: Generation Pearson, Pearson Able, Pearson Bold, Pearson Latino Network, Pearson Parents, Pearson PRIME, Pearson Spectrum, Pearson Veterans, Women in Learning and Leadership (WILL) and Women in Technology. These can be found on Pearson's Intranet NEO.

In particular Pearson TQ's management team:

1. Assess the effectiveness of this policy and other Pearson PLC policies on the users in accordance with the general duties.
2. Monitor, review and investigate issues/incidents raised by staff, and/or apprentices.
3. Review impact of equality, diversity and inclusion within Pearson TQ.
4. Have regard to social inclusion and community cohesion.
5. Endeavour to recruit staff to match the diversity of our learners.

This policy will be monitored to ensure it complies with current legislations including relevant UK and Europeans laws and statutory codes of practice, ensuring strict adherence to the [Equality Act 2010](#).

3. Objectives

The objectives of this policy are to provide guidance to all staff, users of Pearson TQ, associates, partners and contractors on how to promote, embrace and implement this policy; achieve commitment to the policy throughout Pearson TQ; influence recruitment practice of employees/staff and apprentices; implement when training apprentices.

4. Scope of this policy

This policy deals with equality and diversity matters relating to:

1. Advertising, selecting and appointing all staff, apprentices, users of Pearson TQ, associates, partners and contractors.
2. Training and development of all staff and apprentices.
3. Managing, monitoring and promoting of all staff, apprentices, users of Pearson TQ, associates, partners and contractors.
4. Disciplining.

5. Other related policies

This policy is in addition to other Pearson Policies and best practice documents:

1. Pearson PLC's Diversity and Inclusion Policy Statement (Annex A)
2. Pearson PLC's Global Code of Conduct; Respect and integrity at work (Annex B).

For military apprenticeships delivered within military working environments, and for the sake of coherence, consistency and simplicity, Pearson TQ operates in accordance with the policies expressed in the following external documents (as updated):

1. The Equal Opportunities Directive for the Army (Army General Administrative Instructions (AGAI).
2. Civilian Equal Opportunities in the Ministry of Defence (Ministry of Defence Booklet -1996)
3. The Code of Practice for Instructors (Army and Training and Recruiting Agency (ATRA) Booklet - 2005)
4. The Equal Opportunities and Diversity Policy Statements and Plans of the Officers Commanding the units in which Pearson TQ staff and learners work.

Pearson TQ are committed to compliance with other authoritative equal opportunities and diversity policies.

Annex A - Pearson plc's Diversity and Inclusion Policy Statement

Annex B - Pearson plc's Global Code of Conduct; II Respect and integrity at work