



achieve more
TRAINING LTD

Equality and Diversity

Policy and Procedure

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1. Purpose and scope

Achieve More Training Ltd (AMT) is committed to equality of opportunity, inclusive learning and employment, dignity and respect. This policy applies to employees, workers, job applicants, learners and apprentices, contractors, volunteers, employers, subcontractors, visitors and others using or delivering AMT services.

AMT will not unlawfully discriminate because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. AMT also promotes inclusion in relation to Welsh language, caring responsibilities, socio-economic background, menopause and neurodiversity, while recognising these are not separate protected characteristics under the Equality Act 2010.

2. Commitments

- Provide fair recruitment, learning, assessment, progression, employment and development opportunities.
- Make reasonable adjustments and design services to reduce barriers for disabled people and those with additional learning needs.
- Prevent and address discrimination, harassment, sexual harassment, bullying, victimisation and retaliation.
- Use positive action lawfully where evidence demonstrates disadvantage or under-representation.
- Provide Welsh-medium, bilingual and accessible communication and learning options in accordance with AMT commitments and contracts.
- Monitor outcomes and act where participation, achievement, recruitment or complaints data indicates unjustified disparity.

3. Harassment and sexual-harassment prevention

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Sexual harassment is unwanted conduct of a sexual nature with that purpose or effect. Victimisation is prohibited.

AMT will take reasonable steps to prevent sexual harassment, including harassment by colleagues, learners, employers, customers, contractors or other third parties. Controls will reflect risks at offices, employer sites, schools, gyms, events, travel, online delivery and work-related social activities.

- Complete and review a proportionate sexual-harassment risk assessment.
- Provide clear reporting routes, regular training and manager guidance.
- Act on warning signs and patterns, not only formal complaints.

- Take proportionate protective and corrective action following third-party incidents.
- Monitor anonymised reports, outcomes and effectiveness of preventive action.

4. Reasonable adjustments and assessment

AMT will consider reasonable adjustments throughout recruitment, employment and the learner journey. Assessment adjustments and special consideration will be managed under POL019 Access to Fair Assessment and awarding-organisation requirements. Learners will not be required to disclose more information than is necessary to arrange appropriate support.

5. Raising concerns

Concerns may be raised with a line manager, tutor/assessor, the Head of Quality & Operations or a Director. Staff complaints may be handled under the Grievance, Dignity at Work or Disciplinary procedures; learner concerns under the Compliments and Complaints procedure. AMT will protect individuals from victimisation and make reasonable adjustments to reporting and meetings.

6. Monitoring

AMT may analyse anonymised recruitment, participation, retention, achievement, progression, complaints, reasonable adjustments and employment-case outcomes. Special-category data will only be processed where a lawful basis and Article 9 condition apply, with data minimisation and restricted access.

Responsibilities and governance

Company Directors: approve this policy, provide resources and receive assurance on significant risks, trends and compliance.

Head of Quality & Operations: coordinates review through the Quality Calendar and policy register, report themes to SLT and ensures implementation is evidenced.

Policy owner: the Head of Quality & Operations maintains the equality action plan, coordinates risk assessment and reports anonymised trends to SLT and Directors.

Managers: communicate and implement the policy, act promptly on concerns, keep appropriate records and seek advice where required.

All staff: follow the policy, complete required training, raise concerns promptly and maintain confidentiality.

Monitoring, records and review

Records will be accurate, relevant, access-controlled and retained in accordance with AMT's Data Protection Policy, privacy information and retention schedule. Confidentiality will be maintained so far as possible, but information may be shared where necessary for fairness, safeguarding, legal compliance or investigation.

This policy will normally be reviewed annually, and earlier following a relevant legal, regulatory, contractual, organisational or system change; a serious incident; an audit or external-quality finding; or evidence that the policy is not operating effectively.

Related legislation, guidance and documents

[Equality Act 2010](#)

[EHRC: preventing sexual harassment at work](#)

[ICO: special-category data](#)