

Equality, Diversity and Inclusion Policy

General policy statement

Juice Talent Development Ltd (hereinafter called Juice) believes that fairness and equality of opportunity are a fundamental human right for all. The company wholeheartedly supports the principles of equal opportunity and diversity for all its employees and learners on learning programmes.

We value diversity and will:

- aim to create a workforce with a broad range of characteristics reflecting our diverse customer base and the communities within which we operate.
- establish a work environment free from any form of discrimination, harassment, bullying and victimisation.
- ensure that all applicants, employees, learners and all third parties are treated fairly and with equality of opportunity, irrespective of, but not limited to, their culture, race, colour, nationality, religion or beliefs, ethnic or national origin, age, gender, sexual orientation, transsexualism, disability, unrelated criminal convictions, marital or parental status and membership of an affiliated trade union.
- appoint, train, develop, promote and reward all individuals fairly and objectively on the basis of their skills, aptitudes and abilities.
- seek the opinions of our employees on the development and performance of equality and diversity initiatives to ensure they effectively meet their needs and those of our learners and customers.
- demonstrate the positive benefits of diversity by monitoring the composition of our workforce and learner group and by measuring the impact of our recruitment and selection initiatives.
- comply with UK and European legislation and Codes of Practice.
- take disciplinary action against any employee who is found to have committed an act of either unlawful discrimination or contravened Juice's Equality and Diversity Policy.

Implementation of Equality, Diversity and Inclusion policy

The promotion and management of equality, diversity and inclusion is at the core of our business. We shall take practicable steps to embed our philosophy in a number of ways, including:

- ensuring every employee and learner understands their rights and responsibilities in relation to fair and equal treatment
- keeping up to date with best practice in promoting and managing equality and diversity in the workbased learning sector
- ensuring our policies and practice remain in line with current legislation and guidelines
- providing all staff and learners with appropriate development opportunities to enhance their own understanding and practice in relation to equality and diversity
- thoroughly investigating all incidences of potential discrimination in the services we provide to our customers
- maintaining a zero tolerance approach to prejudice and discrimination of all kinds
- ensuring that data is collected and analysed at each point of the learners journey and using these data to close any gaps in performance
- maintaining easily accessible complaints procedures for all staff, learners and other stakeholders
- setting appropriate targets to improve the way equality and diversity is managed and promoted at Juice

Policy promotion

Juice will promote this Equality, Diversity and Inclusion policy by:

- discussing it with all employers prior to commencing any learning to ensure appropriate arrangements are in place and that its importance is understood and accepted
- discussing it with all apprentices prior to the commencement of all learning during the recruitment and selection process
- including and highlighting it in all welcome webinars for apprentices
- highlighting its importance through specific learning modules within each apprenticeship standard and curriculum delivered
- discussing and highlighting it during quarterly progress reviews with apprentices
- including it in the induction of all new staff
- including it in the monthly performance reviews with all delivery staff
- including policy promotion (methods, checks, values etc.) in quarterly staff meetings
- maintain it as a standard agenda item on all internal meetings at SMT, board and governance level

- ensuring all staff have annual refresher training in equality, diversity and inclusion
- including an evaluation of equality, diversity and inclusion in regular quality assurance and monitoring activities

Policy engagement

Juice will engage stakeholders in its equality, diversity and inclusion policy by:

- setting apprentices key assignments and tasks relating to equality, diversity and inclusion in their working and personal lives
- requiring apprentices to complete online modules in equality, diversity and inclusion
- recommending to apprentices wider reading and reflection opportunities relating to equality, diversity and inclusion to contextualise its importance to current affairs, changes of legislation and relevant news
- ensuring all employer equality, diversity and inclusion policies are examined and discussed, as appropriate, with employers
- including equality, diversity and inclusion in our regular reviews and discussions with employers
- offering staff specific equality and diversity qualifications to enhance their skills and knowledge
- collecting regular feedback from staff, apprentices and employers to check levels of understanding and individual ownership of equality, diversity and inclusion

Quality assurance arrangements for equality, diversity and inclusion

The effectiveness of our equality, diversity and inclusion policy will be monitored and improved, as follows:

- feedback from learners about their understanding of equality and diversity issues
- feedback from employers about any improvements in the practice of learners relating to equality and diversity
- observation of teaching and learning sessions to ensure equality, diversity and inclusion is being effectively promoted
- analysis of performance of different groups to ensure any gaps in achievement are identified and a plan developed to narrow them
- use of external sources of information such as websites, journals, Ofsted reports and visits to other providers etc. to gain an insight into best practice that can be copied at Juice.

Review of this Policy

The effectiveness and validity of this policy was last reviewed in January 24 and revised as appropriate. This policy will expire 31st December 2024 and will be reissued 1st January 2025 after appropriate review.

Policy signed by:

A handwritten signature in black ink, appearing to read "Matt Trott".

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Matt Trott – CEO & Founder
January 2024