



COURSE KINGS LTD EQUALITY AND DIVERSITY POLICY

Course Kings Ltd is committed to promoting a supportive and inclusive culture for all our client's course candidates, Freelance instructors, sub-contractors and employees. Our objective is to ensure that everyone will be treated as equals and that no one will be treated less favourably on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender reassignment or parental/marital status, sexual orientation or disability. We aim to provide a learning and working environment that will enhance professional development of everyone.

Aims

Course Kings will work to ensure that all learners, instructors and others associated with Course Kings Ltd are:

- Treated fairly and without discrimination during course delivery and assessment.
- Able to work in a healthy and safe environment free from hazards.
- Able to benefit from all opportunities to reach their full potential on each session
- Fully supported in their learning and have requests considered objectively.
- Treated with dignity and respect in a fair and consistent manner in an environment where inappropriate behaviour is not acceptable.

Roles and responsibilities

To ensure that positive steps are taken to implement the points of this policy Course Kings Ltd will provide all candidates, clients Instructors freelancers and sub-contractors a copy of this policy when;

- A formal quotation is being sent
- A contract to deliver a course or service is being sent
- A course has been booked
- Or on the request of a client, candidate or organisation.

Course Kings Ltd is committed to promoting equality for all. If a Client, learner or instructor feels they have been subject to discrimination during a Class, CPD session or seminar or while representing or working for Course Kings Ltd, which is in direct conflict with our commitment to equality of opportunity, they should raise this with the instructor or course director of Course Kings Ltd.

All Candidates Instructors and any person or organisation representing Course Kings Ltd have a responsibility to treat others with dignity and respect. If a Candidate, instructor or sub-contractor representing Course Kings Ltd is found to have acted in a deliberately discriminatory manner, this will be subject to an investigation and disciplinary procedure.

All employees, customers and learners will be informed that an equality and diversity policy is in operation and are bound to comply with its requirements.

When a freelance instructor sales person or sub-contractor of Course kings is representing Course Kings Ltd in any capacity they will endeavour to ensure that equality and diversity principles and practices are adhered to.

Monitoring and Evaluation

Course Kings Ltd evaluate the effectiveness of its equality and diversity policy by including questions regarding equality and diversity on its Customer satisfaction form and instructor /freelancer appraisal.

Review of this Policy

Course Kings Ltd will review this policy at regular intervals to ensure it is keeping in line with any new developments in Equality and Diversity practice.