



Equality & Diversity Policy

Effective: September 2025

The Seeds of Change KMD Ltd

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1. Policy Statement

The Seeds of Change KMD Ltd is fully committed to promoting equality, diversity, and inclusion in all aspects of our work. We aim to provide an inclusive environment where every individual is treated with respect and dignity, and where discrimination, harassment, or victimisation are not tolerated under any circumstances.

We value the differences that a diverse workforce and client base bring to our organisation and are committed to ensuring that everyone—regardless of background—has equal access to opportunity.

This policy applies to all staff, contractors, learners, clients, and stakeholders engaging with The Seeds of Change.

2. Protected Characteristics

In line with the **Equality Act 2010**, we do not discriminate—either directly or indirectly—on the basis of any of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, ethnic or national origins, and membership of the Traveller community)
- Religion or belief
- Sex
- Sexual orientation

We also oppose any form of unfair treatment on the grounds of socio-economic background, caring responsibilities, or any other unjustifiable basis.

3. Scope of the Policy

This policy applies to:

- All employees (full-time, part-time, temporary, and permanent)
- Volunteers and placement students
- Contractors and external providers
- Learners and clients who access our services
- Any individual or organisation representing or working with The Seeds of Change

All individuals are expected to uphold the principles of this policy in their day-to-day behaviour and interactions.

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4. Our Commitments

We are committed to:

- Promoting equality of opportunity throughout all aspects of our work
- Creating a working and learning environment that is inclusive, supportive, and free from discrimination
- Upholding **British Values**, as defined by Ofsted, which include:
 - Democracy
 - The rule of law
 - Individual liberty
 - Mutual respect and tolerance of those with different faiths and beliefs (or no belief)
- Preventing all forms of unlawful discrimination, harassment, victimisation, and bullying
- Taking positive action, where appropriate, to address disadvantage or under-representation
- Ensuring compliance with relevant equality legislation and codes of practice
- Treating breaches of this policy as a disciplinary matter, which may lead to formal action

5. Responsibilities and Implementation

The **Head of Centre** has overall responsibility for the implementation and review of this policy.

However, all staff, learners, and partners share responsibility for promoting a culture of inclusion and must:

- Familiarise themselves with this policy
- Challenge inappropriate behaviour or discriminatory practice
- Support colleagues, learners, and clients in accessing an equitable experience

The policy is communicated to all staff during induction and made available via our shared online platform (OneDrive). Clients and external partners may request a copy at any time.

Training on equality, diversity, and inclusion is provided as appropriate and reviewed regularly.

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6. Monitoring and Review

This policy will be reviewed **annually** in line with our Internal Quality Audit Schedule or sooner if legislation changes or an issue arises. We will also monitor incidents and complaints relating to discrimination or equality to inform ongoing improvements.

7. Raising Concerns and Making Complaints

We take all concerns regarding equality, discrimination, or victimisation seriously.

- **Employees** may raise concerns through the organisation's **Grievance and Disciplinary Procedure**.
- **Clients or learners** may raise complaints through our **Customer Complaints Policy**.

All complaints will be dealt with promptly, fairly, and confidentially. We are committed to protecting individuals who raise concerns from victimisation or reprisal. Any acts of victimisation or retaliation will be treated as serious misconduct and may lead to disciplinary action, up to and including dismissal.

8. Legal Framework

This policy is underpinned by the following legislation and guidance:

- **Equality Act 2010**

- **Human Rights Act 1998**
- **Employment Rights Act 1996**
- **Rehabilitation of Offenders Act 1974**
- **Public Sector Equality Duty (if applicable)**
- Ofsted's definition of British Values

Employees may pursue a complaint externally via an **employment tribunal** only after all internal procedures have been exhausted.

Document Owner: Head of Centre – Rebecca Perrin

Next Review Due: September 2026

Approved by: Senior Leadership Team