Karen Blake Coaching Ltd
Equality, Diversity & Inclusion Policy

1. **Policy Statement**
   Karen Blake Coaching Ltd ("KBC") is committed to promoting equality, diversity, and inclusion in all aspects of its business and service delivery. KBC values the diversity of its learners, staff, partners, suppliers and wider stakeholders, and aims to create an inclusive environment where everyone is treated fairly, with dignity, and with respect.

2. KBC is fully committed to compliance with the **Equality Act 2010**, and actively works to eliminate discrimination, harassment, victimisation or any other prohibited conduct on the grounds of:

   - Age
   - Disability
   - Gender reassignment
   - Marriage or civil partnership
   - Pregnancy or maternity
   - Race (including colour, nationality, and ethnic or national origin)
   - Religion or belief
   - Sex
   - Sexual orientation

3. **Policy Scope**
   This policy applies to:

   - All learners, clients and participants supported by KBC.
   - All staff, associates, contractors, and delivery partners working on behalf of KBC.
   - All aspects of business operations, including recruitment, training, assessment, service delivery, partnerships, and subcontracted work.

4. **Our Commitment**
   - We provide equality of opportunity for all learners, clients, staff, and associates.
   - We foster an environment that promotes inclusion, respect and positive working relationships.
   - We will not tolerate any form of unlawful discrimination, harassment, bullying or victimisation.
   - Decisions regarding recruitment, selection, delivery, assessment and progression are based on objective criteria such as skills, experience, qualifications, and individual merit.
   - We will provide appropriate support and reasonable adjustments to ensure equal access to training, assessment and employment opportunities for individuals with disabilities or health conditions.
   - All complaints of discrimination, harassment, or victimisation will be taken seriously and dealt with promptly and appropriately.

5. **Responsibilities**

   - The Director of KBC has overall responsibility for implementation and compliance with this policy.

*This document is approved and authorised for application within **Karen Blake Coaching Ltd.***

- All staff, contractors and delivery partners are individually responsible for upholding equality and diversity in their work.
- Associates and subcontractors working with KBC are expected to comply with this policy and related legislative duties.
- Where relevant, learners are also expected to respect and uphold equality principles when engaging with KBC programmes.

6. **Training and Awareness**
   - All staff and contractors will be made aware of this policy as part of induction and ongoing compliance training.
   - KBC will ensure that staff involved in recruitment, learner support, assessment, or client engagement understand their equality duties.

7. **Monitoring**
   - KBC will monitor equality information relating to learners, staff, and service users where appropriate, in line with data protection requirements.
   - Information gathered will only be used for monitoring purposes, to help ensure fairness and identify any under-representation or inequality of outcomes.
   - Action will be taken to address any identified issues where reasonably practicable.

8. **Complaints and Grievances**
   - Any person who believes they have been subjected to unfair treatment or discrimination is encouraged to raise their concerns through KBC's Complaints Procedure.
   - Complaints will be handled sensitively, investigated promptly, and appropriate action will be taken where necessary.
   - Breaches of this policy may lead to disciplinary action for staff or termination of contracts with contractors or delivery partners.

9. **Policy Review**
   This policy will be reviewed annually, or sooner if required due to changes in legislation or organisational practice.

10. **Signed:**
    Karen Blake
    Director, Karen Blake Coaching Ltd
    Date: June 2025