



<b>Document title</b>	<b>Equality, Diversity and Inclusion Policy</b>
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<b>Policy owner</b>	Kirstie Grace
<b>Signature</b>	
<b>Position</b>	Designated Safeguarding Lead

## **POLICY STATEMENT**

Rebus Training Ltd is committed to supporting the promotion of Equality, Diversity, and Inclusion (EDI) for all our employees, learners, and visitors. Our culture and environment is one where:

- all individuals are treated with respect and dignity.
- all employees and learners are treated solely on the basis of their abilities, knowledge, skills, potential, and experience, regardless of ethnic or national origin, disability (including neurodiversity), gender, age, religion or belief, sexual orientation, or other distinction.

We will ensure that this commitment to Equality, Diversity, and Inclusion applies to all areas of our operation. We will also advise and guide the employers and individuals that we support.

Rebus Training is committed to adhering to the Equality Act (2010) and through this will endeavour to eliminate unlawful discrimination, harassment, and victimisation.

We will endeavour to advance equality of opportunity between people who share a protected characteristic and those who do not, and foster good relations between people who share a protected characteristic and those who do not. We are specifically committed to identifying and supporting learners with Special Educational Needs and Disabilities (SEND) and those from disadvantaged backgrounds, actively working to remove barriers to their learning and achievement.

### **Promoting the policy**

- This policy is endorsed by the senior managers and governance board.
- The policy is published on the company website and as such is communicated to interested parties including apprentices, parents, employers, and staff.
  - Equality, diversity, and inclusion are included within the centre induction, completed with all apprentices when they start. This is then repeated in the 2nd and 3rd year induction updates at the start of each academic year.
- All new staff undergo an induction period which includes support and guidance on policies and procedures.
- Updates to the policy are communicated to centre staff through email, staff intranet, and during staff development days.

### **Staff commitment towards the policy**

- This policy applies to all staff, students including apprentices, and visitors.
- Staff, when they join the organisation, are required to read the policy, and confirm in writing (via email) that they have read and understood the document.
- Staff are also required to confirm in writing that they have read and understood any updates or changes to the document.
- Tutors, assessors, and apprentice liaison officers are regularly involved in supporting the apprentices' understanding and this is monitored through progress reviews and questionnaires. This generates the need for staff to maintain their currency in these areas and to be committed to Rebus Training's EDI policy.

Page 2

### **Legislation and Definitions**

The legislation below has a particular bearing on the implementation of Rebus Training's responsibilities:

#### **Equality Act 2010**

This legislation provides for a number of general duties which are to:

1. Eliminate unlawful discrimination and harassment of persons with protected characteristics.

2. Promote equality of opportunity.

3. Promote good relations between people of different racial groups, men and women, and people with and without a disability.

#### **The protected characteristics as defined in the Equality Act 2010:**

- Age

- Disability (including physical, mental health, and neurodivergent conditions such as Autism, ADHD, and Dyslexia)
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

It is unlawful to discriminate against anyone within any of the protected characteristics.

### **Types of Unlawful Behaviour:**

- **Direct Discrimination:** Treating someone less favourably because of a protected characteristic.
- **Indirect Discrimination:** Putting in place a rule or policy that applies to everyone but disadvantages someone with a protected characteristic. ●
- **Harassment:** Unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
- **Victimisation:** Treating someone unfairly because they have made or supported a complaint regarding discrimination.

### **Employment Rights Act 2025 & Third-Party Harassment**

Under updated employment legislation, Rebus Training acknowledges its proactive duty to take all reasonable steps to prevent sexual harassment, including third-party harassment. We operate a zero-tolerance policy towards harassment of our staff or apprentices by clients, external employers, contractors, or members of the public.

### **Rebus Training Ltd as an Employer**

Rebus Training will:

- Ensure that our procedures reflect good practice and discourage discriminatory behaviour in relation to the recruitment, training and

Page 3

development, career development, and terms and conditions of its employees or potential employees.

- Ensure that all employees undertake relevant EDI training to make them aware of the requirements of relevant legislation, Rebus Training Ltd's position regarding EDI, and their own responsibilities in relation to this policy and our processes and procedures.
- Encourage employees to behave in an appropriate manner at all times and actively discourage harassment by making it clear that such behaviour is not condoned or acceptable. Any form of harassment or inappropriate behaviour which causes offence, whether intentional or not, will be treated seriously and dealt with in line with the company disciplinary procedure.
- **Make Reasonable Adjustments:** Proactively work to remove barriers for disabled employees and applicants by making reasonable adjustments to working environments, practices, and policies.
- **Promote Staff Wellbeing:** Foster a supportive and inclusive culture that

prioritises staff mental health and wellbeing, recognising that an inclusive workplace is essential for staff to thrive.

### **Staff training**

Initial training and guidance is carried out at induction and throughout the probation period. This will include:

- Learning how to access the policy and procedures.
- Identifying the key members of staff (senior managers) with whom concerns can be raised.

Further training on changes and updates to the EDI policy or procedure is carried out on staff development days. Updates received from external organisations such as Peninsular are shared with staff.

### **Rebus Training Ltd as a Deliverer of Electrical Apprenticeships and Training**

Rebus Training will not discriminate against a person:

- In the arrangements it makes for deciding who is enrolled on a course.
- As to the terms on which it offers to enrol the person on the course. ●

By not accepting the person's application for enrolment.

Acceptance for enrolment onto an apprenticeship will be in accordance with Rebus Training's initial assessment process. Acceptance for enrolment onto any non-apprenticeship study programmes will be in accordance with the awarding organisation (City & Guilds) eligibility criteria.

Rebus Training values align with the fundamental British value of mutual tolerance and respect. We expect all staff, students, and visitors to treat each other with respect and dignity. We recognise that everyone has a right to their own opinions and views; however, it will not be tolerated if any opinions or views shared result in the intimidation or humiliation of others.

Rebus Training Ltd learners have the right to expect fair and non-discriminatory treatment whilst participating in or receiving any of our services, therefore, we will:

- Assess the impact of our processes and procedures on students (including apprentices).
- Implement processes and procedures to capture and monitor student/apprentice complaints.
- Monitor our provision to ensure fairness and consistency in training and assessment practice.

Page 4

- Provide Reasonable Adjustments to learning materials, assessments, and physical environments to ensure disabled and neurodivergent learners are not severely disadvantaged.
- Promote and maintain a learning environment for all, and as part of the learning process, raise awareness of equality, diversity, and inclusion with our apprentices, and their responsibilities in relation to legislation.
- Promote a culture of respect and tolerance. Through the induction, centre rules and expectations are explained to the apprentices. This addresses expected behaviour, including the use of inappropriate language.
- Ensure staff are vigilant to the nature of conversations taking place in the centre and the content being accessed on personal mobile phones. ● Educate apprentices on what constitutes acceptable behaviour and what the

consequences of their actions can lead to.

- Deliver wider elements of education with every apprentice class attending the centre. Apprentices who do not attend lessons in-centre are educated in EDI through the 12-weekly reviews with their Apprentice Liaison Officer and Training Adviser. These wider element sessions cover a variety of topics to include, mental health and well being, drug and drink awareness as well as naturally occurring conversations around equality and diversity, British Values.
- Implement effective processes for monitoring learner engagement, progression, and achievement across a broad spectrum of characteristics (including ethnic origin, disability/neurodiversity, gender, age, and disadvantage) to identify and close any achievement gaps.
- Ensure that learners treat others with respect at all times and are encouraged to actively discourage discriminatory behaviour/practice.

Rebus Training is proactive in its approach to equality, diversity, and inclusivity. We have a dedicated and diverse apprenticeships team who actively promote the benefits of the electrical industry and work hard to change stereotypes. This is demonstrated through:

- Attendance at careers events.
- Open evenings where apprenticeship applicants, parents, partners, and employers can visit the centre and speak to staff.
- A modern and inclusive website. All publicity material promotes inclusivity and diversity.

Our aim is to allow people of any sex, race, or religion to feel confident talking to us and help them make an informed decision on a career in the electrical industry. This by nature will help change stereotypes that exist in the construction industry.

### **Apprentice voice**

Apprentices are given the opportunity to speak out using the apprentice voice engagement facility. This gives them the opportunity to comment on any matter, good or bad.

### **Concerns and complaints**

Staff understand that they can raise a concern confidentially with their manager. If the concern is regarding their manager, the concern is raised with either of the two joint directors:

- Jon Grocock
- Gary Jackson

Apprentices, other students, or visitors to the centre can raise a concern by speaking to any member of staff.

To ensure a cohesive approach to welfare and inclusion, this policy should be read in conjunction with:

- The Safeguarding Policy
- The Prevent Policy
- Whistleblowing (safeguarding policy)

To raise a formal complaint, the complaints policy and procedure can be found on our website: <https://www.rebustraining.co.uk/about-us/policies-and-procedures/>

Following an investigation, if it is discovered that discrimination or harassment in any form has taken place, disciplinary action will be taken which may result in expulsion or dismissal.

### **Rebus Training Ltd as an Influencer of our Employer Base**

Rebus Training will:

- During initial vetting and signup (onboarding) of the apprentice, make employers aware of our Equality, Diversity, and Inclusion policy and ensure that they are meeting or working towards relevant legislation.
- Require employers to provide a safe working environment free from harassment, including third-party and sexual harassment, for our apprentices.
- Promote equality, diversity, and inclusivity during apprentice progress reviews.
- Promote equality, diversity, and inclusivity within our marketing materials.
- Signpost employers and apprentices to appropriate advice, guidance, and support on EDI legislation.

### **Compliance and Review**

Rebus Training Ltd will undertake an annual review of the Equality, Diversity and Inclusion Policy and any processes referred to within these documents, to reflect new legislation and amendments to current legislation.

Rebus Training will also use the self-assessment process to measure its own progress and work towards continuous improvement.

### **Accountability**

The accountability for meeting the statutory duties and for the delivery of the Policy rests with Rebus Training's Directors.

The person responsible for implementation of this policy: **Jon Grocock (Joint Managing Director)**