

**hendra.ai**

## **Equality and diversity Policy**

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1. **Introduction**

Hendra Educations Ltd fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, culture, disability, domestic circumstances, employment status, sex, gender, marital/civil partnership status, nationality, political orientation, race, racial origin (including colour, nationality and ethnic or national origin), religious beliefs, sexual orientation, social background, or any other grounds or statuses.

This policy will ensure that while providing high level products and services, Hendra will take pro-active steps to ensure that our external stakeholders delivering these will do so in line with our commitment to equality, diversity and inclusion as we work towards our purpose of the promotion and advancement of learning.

### 1. **Purpose**

The purpose of this policy is to:

- clearly communicate Hendra's commitment to promote equality, diversity and inclusion while ensuring we adhere to legislation and regulation requirements both within Great Britain and Northern Ireland
- define and communicate Hendra's expectation that centres undertaking delivery of Hendra products to do so in accordance with this policy, as outlined in the centre agreement (see section 5 for more information)
- outline the potential consequences of failing to adhere to this policy

### 2. **Scope**

This policy is aimed at our external stakeholders, specifically commissioning bodies who utilise our products and services, including learners accessing them.

### 3. Responsibilities under this policy

Delivery staff and/or third parties involved in the delivery and distribution of at Hendra products or services should maintain the following responsibilities;

- informed of their responsibilities to adhere to this policy, as per the centre agreement
- invested in the learner so that learners of all ages and backgrounds can access our qualifications
- aligned to our purpose of the promotion and advancement of learning
- committed to encouraging diversity and equality and eliminating unlawful discrimination.
- operating in adherence to this policy, as per the centre agreement.

The responsibility for ensuring adherence to this policy sits with the individual(s) responsible for signing the centre agreement for and on behalf of all the staff and contractors delivering activity on behalf of the centre.

### 4. Definitions

Word/Acronym	Definition
Diversity	The practice of including a variety of people from different backgrounds.
Protected Characteristics	<p>The following characteristics are protected characteristics:</p> <ul style="list-style-type: none"><li>● age</li><li>● disability.</li><li>● gender reassignment</li><li>● marriage and civil partnership</li><li>● pregnancy and maternity</li><li>● race</li><li>● religion or belief</li><li>● sex</li><li>● sexual orientation</li></ul> <p><b>For further details</b> on protected characteristics please review the detail in the <a href="#">Equality Act 2010</a>.</p>

Equality	The state of being equal especially in status and rights.
Inclusion	The state of all feeling valued, involved, and respected for the viewpoints, ideas, perspectives, and experiences they bring
Hendra	This includes all subsidiaries of Hendra and any centre or staff who deliver or receive delivery of services from Hendra.
Hendra qualifications	The phrase 'Hendra qualifications' covers all qualifications delivered or accredited under the Hendra name including regulated and non-regulated qualifications.
Approved Centre	An organisation and all its locations, offices and campuses (including SatelliteCentres and Sub-contract Centres) which has received formal approval by us to deliver our Products after confirmation of meeting the Approval Criteria.
Satellite Centre	A location that is part of an Approved Centre, but which is not your main site, office or campus and that remains under your control and jurisdiction.
Sub-contract Centre	An organisation to whom you may sub-contract part of the Product delivery or assessment.

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### **Location**

This policy will be available on the external website for external stakeholders to access.

### **2. Our aims**

We aim to ensure that diversity, equality and inclusion are promoted in the development of our products and in access to our products and services, and that unlawful or unfair discrimination, whether direct or indirect, is eliminated. Hendra will ensure that:

- this policy is made freely available to our external stakeholders, including learners
- the widest possible diversity of learners can access the content and assessment of our products and services
- the entry requirements, content and assessment demand of our products and services are appropriate to the knowledge, understanding and skills specified and do not act as unnecessary barriers to achievement

- all our products and services will ensure fair assessment for all learners
- the language we use in our materials is clear, free from bias and appropriate to the target group
- we produce and endorse material that does not cause offence as far as reasonably practicable
- all our products are reviewed against this policy
- we always act fairly when working with stakeholders
- we always support and demonstrate the principles of diversity and equality.

As the individual(s) responsible for signing the centre agreement the approved centre, please ensure that:

- all the centre processes concerned with assessment are carried out in a fair and objective manner
- the centre continues to adhere to current equal opportunities legislation
- the centre continues to operate an effective diversity, equality and inclusion policy, with which learners are familiar, and which applies to all learners using our products and services
- the centre continues to make reasonable adjustments for learners where necessary to ensure that learners have a fair chance of succeeding in their qualification
- the centre, nor any individuals connected to it, does not directly or indirectly discriminate, harass, or victimise any learner or colleague
- the centre continues to operate an effective and accessible appeals procedure, with which learners are familiar, and which applies to all learners using our products and services.

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**3. Your Hendra contact for this policy**

Please contact our Equality and Inclusion Support@Hendra.ai

**4. Initial Equality Impact Assessment**

An Initial Equality Impact Assessment has been completed for this policy, and no concerns were raised.

**5. References to associated documents**

All documents are available via our website [hendra.ai](https://hendra.ai).

**6. Implementation and dissemination**

We will update the website with the new policy once approved, and we will include it in external communication, so all commissioners are aware of the change.

**7. Monitoring arrangements**

We will review the policy on a biennial basis and may revise it as required in response to changes in legislation, changes in our

practices, actions from our regulatory or external agencies, and/or in response to customer and stakeholder feedback.

#### **8. Data retention**

There is no data stored under this policy.