



Prime8 Education

Equality and Diversity Policy

Prime8 Education Ltd are an equal opportunities employer. Our future in a highly competitive world depends on our workers and the development of their skills and abilities. As such Prime8 Education Ltd is committed to building an organisation that makes full use of the talents, skills and experience of its workforce, in an environment free from discrimination and free from harassment or bullying, where all people feel respected and valued and are encouraged to achieve their potential.

The purpose of this policy and ultimate aim is to provide equality and fairness for all in our employment, to encourage diversity and prevent discrimination and to develop a working environment in which all employees feel that they are treated with dignity and respect and able to give their best.

The principles will apply to all aspects of the employment relationship including but not limited to; recruitment, training, promotion, dismissal, transfer, retirement, absence management and all other benefits and terms and conditions of employment. They apply not only to employees, but also to those who come into contact with Prime8 Education Ltd.'s workforce, including but not limited to: job applicants, visitors, clients, competitors, customers and suppliers. All trainees and apprentices are also issued with and made aware of this policy and how it relates to the organisation.

Breaches of this Policy can constitute 'gross misconduct' and may therefore be punishable by dismissal.

The Director is the nominated person responsible for monitoring the effectiveness of this policy with overall responsibility for its implementation.

All policies and procedures will be reviewed annually by the management team, with the Director, to ensure that they do not operate against equal opportunities. Appropriate action will be taken where necessary to redress the negative effects of any policy criteria on the principles outlined in this policy and procedure.

In addition, the Company will: -

- Maintain a record of all complaints for future analysis to identify problem areas, training needs and scope for further action.
- Prepare an annual report of grievances for review by the management team.
- Deal promptly with discriminatory graffiti, abuse or any other discriminatory practices regardless of whether a complaint is made about them.

This policy statement must be read in conjunction with the Prime8 Education Code of Conduct and other Prime8 Policies, all of which are in line with the minimum legal requirements (in particular the Equality Act 2010) and promote best practice.

All workers have a responsibility to be aware of the principles outlined in these documents and to apply them in practice. Failure to do so is likely to result in the application of the organisation's Disciplinary procedures.

Date of Completion	1.9.25	Signed:  Debbie Crookes (Tutor)
Date of Ratification	1.9.2025	Signed:  Julie Townsend (Director)
Date of Review	July 2026	
Next Review Date	August 2027	