

Equal Opportunities Policy Statement

1. SwimBag Limited has a legal responsibility to take such steps as may be considered reasonably practicable to prevent unlawful discrimination within the organisation and within all the services we provide. This policy statement is written to cover the requirements of the Equality Act 2010 and is to be reviewed annually to ensure we are still fully compliant and observing best practice in all that we do. This responsibility extends across all activities run by SwimBag.
2. All SwimBag employees, Associates, Sub-Contracted Trainers / Assessors and all staff in our Approved Centres have a responsibility to comply with the content of this policy statement. We expect learners to accept the principles of this policy when on training programmes run by SwimBag.
3. No learner, or anyone our organisation deals with, receives less favourable treatment because of their protected characteristics. These are defined as:-
 - Age
 - Disability
 - Gender Reassignment
 - Marriage or Civil Partnership
 - Pregnancy and Maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual Orientation.

Application

4. To embed the principles of Equal Opportunities in to all our operations we shall:
 - 4.1 Allocate specific duties to appropriate staff and include these duties in their Job Descriptions.
 - 4.2 Provide equality training and guidance to employees as part of their induction package.
 - 4.3 Communicate this policy statement to all Associates, Sub-Contacted Trainers / Assessors and to our Approved Centres.
 - 4.4 Design courses that give due regard to every learner's needs.
 - 4.5 Where practical remove potential barriers which may inhibit learners from our courses and qualifications.
 - 4.6 Seek the advice of the appropriate Awarding Organisation, if we are unable to facilitate the removal of barriers.

Monitoring

5. To help us monitor the effects of this policy, SwimBag will:
 - 5.1 Collect information on the diversity of our Learners, Staff and Associates.
 - 5.2 Record requests for special consideration, arrangements and feedback from Learners and their Trainers / Assessors.
 - 5.3 Provide the details of special arrangements to appropriate regulators.]

Where you Encounter Discrimination

6. If you feel that you have been the subject of discrimination of any kind as identified within this policy, make it clear to the individual(s) concerned, that you find it unacceptable. A person to person discussion or via a trusted colleague with the person causing the offence, may resolve the situation.
7. If the discrimination continues or the offender is a member of SwimBag's staff, please bring it to the attention of the Training Director, who will investigate and communicate the results to you.

Complaints

8. All complaints concerning equality issues are to be reported, investigated and recorded under our Complaints and Appeals procedures.

Contact details

9. All queries concerning this policy statement should be addressed to:
The Training Director, SwimBag Limited, 29 Redbridge, Peterborough, PE4 5DP. Tel: 01733 321399 Email: trainingdirector@swimbag.com

Review

10. This document was last reviewed on 20/10/22 A P Longland Training Director, SwimBag Limited