

# Equality, Diversity & Inclusion Policy

August 2024

**Policy Number:** 7.4

**Policy Name:** Equality, Diversity & Inclusion Policy

**Description:** The Company's approach to equality and diversity.

Version No.	Amendments	Issue Date	Issued By
1	First draft	22 <sup>nd</sup> September	Group HR
2	Final draft after HRD feedback	1 <sup>st</sup> February 2017	Group HR
3	Approved and released	22 <sup>nd</sup> April 2017	Group
4	Reviewed and updated	July 2021	Group HR
5	Reviewed and updated	6 August 2024	Group HR



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## **1. Philosophy**

We are committed to providing all colleagues with the most positive working experience supported by the very best working relationships possible. We are committed to fair and equal treatment with an expectation that all colleagues understand and embrace diversity and inclusion in all aspects of their working lives. We commit to treating colleagues on merit regardless of their background, age, disability, gender identity, marital status, pregnancy and maternity, race, religion and/or belief, or sexual orientation.

## **2. Objectives and Scope**

2.1 Nord Anglia Education (NAE) is committed to maintaining an inclusive work environment free from discrimination and harassment. Working mindfully with diversity is an essential part of this. We expect all members of our community – colleagues, students, parents and suppliers - to understand and embrace the importance of diversity and inclusion and stand against discrimination in any form.

2.2 This policy covers all NAE schools, entities and workplaces and is designed to make each colleague aware of and adopt NAE's objectives in relation to equality, diversity and inclusion. All colleagues are responsible for complying with this policy alongside respective local discrimination laws in their location.

2.3 NAE will review this policy regularly and make adjustments whenever there are changes to employment legislation, local policies, and codes of practice relating to equality and diversity in the locations in which we operate.

## **3. Our Commitment**

3.1 Promoting inclusion is at the centre of our organisation along with our values of Respect, Openness, Courage, Ambition and Integrity. Our aim is to create an environment where colleagues are welcomed and are able to bring talents, skills, background and experiences to their roles in an open and inclusive workplace where people from all backgrounds work together with dignity and respect.

3.2 We aim to create opportunities and reduce barriers for everyone across our organisation. We are committed to making sure there is no discrimination in our processes including pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, requests for leave, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

#### 4. Our Actions:

We will:

- Ensure all colleagues receive a copy of this policy and are aware of their responsibility to conduct themselves in a way that promotes respect for all colleagues
- Ensure recruitment, performance and promotion decisions concerning colleagues are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under local legislation)
- Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination
- Take complaints of bullying, harassment, victimisation and unlawful discrimination by fellow colleagues, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities seriously. These will be dealt with under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken.
- Promote dignity and respect for all where individual differences and the contributions of all colleagues are recognised and valued
- Make opportunities for training, development and progression available to all colleagues so their talents and potential can be supported
- Provide training on equality and diversity in all workplaces, embed Diversity and Inclusion awareness in induction for all new joiners and include D&I in all leadership development courses in NAE
- Ensure senior leadership actively champion and advocate for diversity and inclusion throughout the organisation
- Empower colleagues to challenge non-inclusive behaviour where they see it and equip them for giving feedback
- Review the adoption of this policy and actively monitor key areas for focus: including diversity of job applications, promotions, access to training and the make-up of the workforce

#### **Linked documents – available from Group and Regional HR Teams**

Recruitment Policy  
Harassment Policy  
Grievance Policy  
Disciplinary Policy

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### **Modification history**

Version 1: Policy drafted for internal review

Version 2: Policy reviewed and updated – July 2020

Version 3: Policy reviewed and updated (Global Equality Programme Steering Group) – Aug 2020