

EQUALITY, DIVERSITY & INCLUSION POLICY FOR LEARNERS

Introduction

This is BPIF's guarantee of fair treatment and high quality training. We promise to value you for who you are. That's what we mean by equality, diversity and inclusion. BPIF will implement all relevant laws that outlaw discrimination - and we will go further. We will put your learning needs at the centre of what we do to support you. You can depend on all our staff to do this, regardless of their role within BPIF. You are welcome at BPIF.

Making sure our equality and diversity guarantee works:

- Every member of BPIF staff understands what they need to do to make the equality, diversity and inclusion policy work for you.
- All the employers and others we work with are helped to understand our policy and how to make it work in their companies. We make sure they do this by including it in our contract with them each year.
- All learners learn about the policy, their rights and guarantees with regards to the Equality Act 2010. This is outlined at your Induction with BPIF.

What the Equality, Diversity & Inclusion Policy is all about:

- BPIF will not tolerate unfair treatment, bullying, harassment or discrimination against anyone who learns with us. There are nine characteristics which are deemed as protected. By this we mean:
 - age
 - race
 - disability
 - sex
 - religion or belief
 - sexual orientation
 - pregnancy and maternity
 - gender re-assignment
 - marriage and civil partnership
- If you feel you have been treated unfairly you will be able to make a complaint, have it taken very seriously, and can count on a member of staff supporting you to deal with the problem quickly. If you want to complain you can speak to your Training Co-ordinator and/or use our complaints procedure.
- If anyone we work with or who learns with us is found to have acted unfairly and a satisfactory solution cannot be found, we will stop working with them and not allow them to learn with us. We want you to be respected, safe and successful.
- Your success is too important for us to allow anything to get in its way.

How we make the Equality, Diversity & Inclusion Policy work:

- To make sure that everyone who learns with us is on the right programme and that all our learners do their very best. Our Training Coordinators raise awareness of Equality, Diversity and Inclusion throughout your time with us.
- We select learners only on their ability to benefit from their course and match an employer's specifications – if you're up to it you can work towards whatever you want. There are no "no go areas" for anyone. We provide you with the opportunity to grow.
- We comply with all relevant anti-discriminatory laws.
- We strive to identify and remove any unnecessary barriers.
- We use progress reviews as an opportunity to ask learners about their experience during training and at work.
- We work hard to provide you with all the help you need to make a success of your learning and offer learners appropriate support to meet individual needs.
- We assess how we can widen participation of under-represented groups by working with Stationers Company, The Printing Charity and other appropriate groups, targeting schools, developing special promotional materials and discouraging employers from gender stereotyping within occupational areas.
- We ensure that any materials or methods used for marketing our services or for training and assessment, do not, by their nature unfairly discriminate against a particular individual and do not promote stereotypes. We choose photographs or illustrations for our recruitment literature that reflects the diversity of our society.
- We collect and analyse retention and achievement data to identify and analyse trends, set demanding targets and take appropriate action to address any imbalance.

Enjoying learning – increasing your skills – investing in your future.

- We want you to enjoy your time with us – that is the best way to help you succeed.
- We want you to have the support you need to do well – your success is our success.
- We will value you for who you are and will work with you to help you make a success of your programme of learning and your future.
- Our job is to help you build the life you want for yourself and we promise we will not allow unfairness, prejudice or discrimination of any sort to stand in your way.

BPIF Complaints Procedure

A copy of the BPIF Complaints Procedure is available on our [website](#).