

Diamond People (NE) trading as Tyneside Training Services



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Equality, Diversity and Inclusion Policy

1. Scope and context

This Equality, Diversity and Inclusion (EDI) Policy applies to all activities undertaken by Diamond People (NE) Ltd T/A Tyneside Training Services (TTS). It covers every aspect of our work as a training provider operating across the Transport and Logistics sector, including face-to-face, online, remote and blended delivery models.

2. Policy Statement and Aims

1. TTS is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.
2. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.
3. The organisation - in providing training services and facilities - is also committed against unlawful discrimination of customers or the public.

The purpose of this policy is to:

4. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
5. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
6. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - recruitment
 - pay and benefits
 - terms and conditions of employment
 - promotion
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection processes for employment, promotion, training or other developmental opportunities

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3. Commitment Statement

TTS commits to:

3.1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense

3.2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3.3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

3.4 TTS complies with the Worker Protection Act by taking all reasonable and proactive steps to prevent sexual harassment. Staff receive mandatory training to recognise and prevent harassment. TTS provides clear, confidential reporting routes, investigates concerns promptly, and implements preventative and protective measures. We continually monitor trends, review incidents, and strengthen our practices to maintain a safe, respectful, and inclusive environment for all. **(See Annexe 1 – Sexual Harassment Prevention Procedure)**

3.5 Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

3.6 Make decisions concerning staff being based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).

3.7 Review employment practices and procedures when necessary to ensure fairness and also update them and the policy to take account of changes in the law.

3.8 Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

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4. Policy Promotion

The equality, diversity, and inclusion policy is fully supported by senior management.

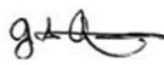
1. A thorough induction is completed with all new employees that includes a review and acceptance of this policy. This induction also includes the completion of a mandatory training programme covering the practical implementation of this policy.
2. Learners also complete an induction that includes the review and acceptance of this policy.
3. Annual refresher training is completed by employees, in accordance with TTS' CPD policy.
4. Equality, diversity and inclusion activities and assessments are embedded into programme to support learners to build knowledge, skills and behaviours that promote inclusivity and diversity in society.
5. This policy is available to all stakeholders via the TTS website and/or the TTS SharePoint

5. Review and Monitoring

1. The board of directors will review this policy on an annual basis or when there are any legislative or other changes that need to be reflected in this policy.
2. TTS' data systems will be used to monitor information on learner admissions, progression and destinations to ensure that equal opportunities are promoted and upheld.

5.3 TTS measures diversity through the collection and analysis of data relating to learners, apprentices and staff, where individuals choose to disclose information. This includes protected characteristics in line with the Equality Act 2010. Diversity data is gathered through enrolment, induction, recruitment and feedback processes and is monitored to identify participation, retention, achievement and progression trends across different groups. Analysis is used to identify under-representation, address gaps in outcomes and inform targeted support and improvement actions. Diversity information is reviewed as part of quality assurance, self-assessment and improvement planning to ensure fair access, inclusive practice and continuous improvement across the organisation.

Version Control

Version:	V5
Reviewed by:	John Jones
Reviewer's position:	Executive Director
Reviewer's signature:	
Review date:	February 2026
Next Review Date:	February 2027

Annexe 1 Sexual Harassment Prevention Procedure

1. Purpose

This procedure supports TTS's Equality, Diversity and Inclusion (EDI) Policy and our legal duties under the Worker Protection Act (Amendment of the Equality Act 2010). Its purpose is to:

- Prevent sexual harassment across all TTS environments.
- Ensure risks are identified, controlled and monitored.
- Provide clear steps for reporting, responding to and resolving concerns.
- Promote a safe culture of dignity, respect and zero tolerance.

2. Scope

This procedure applies to:

- All employees
- Learners and apprentices
- Contractors and associates
- Employers and workplace mentors
- Visitors and third parties interacting with TTS staff or learners

It applies to all TTS activity including training centres, employer premises, online platforms, work-related events and travel.

3. Definition of Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature that has the purpose or effect of:

- Violating someone's dignity
 - Creating an intimidating, hostile, degrading, humiliating or offensive environment
- Sexual harassment may be verbal, non-verbal, physical, digital or through third parties.

4. Legal Context – Worker Protection Act

In line with the Worker Protection Act, TTS has a *positive duty* to:

- Take reasonable steps to prevent sexual harassment
- Anticipate risks before incidents occur
- Assess risks in both workplace and work-related settings
- Reduce or eliminate identified risks

Failure to take reasonable steps may lead to legal consequences.

5. Preventative Measures

TTS will:

- Identify environmental and situational risks such as lone working, power imbalances, third-party interactions, social events and off-site visits.
- Implement risk controls (e.g., supervision, buddying arrangements, clearer boundaries, safer communication expectations).
- Provide staff with mandatory annual training on sexual harassment awareness, prevention and reporting.
- Ensure clear codes of conduct are communicated to all stakeholders.
- Promote visible leadership commitment to a harassment-free culture.

6. Reporting Routes

Any individual can report sexual harassment through:

- The Safeguarding team (email/phone)
- Line managers or tutors

Reports can be made in person, by email or phone, or during reviews.

All concerns will be treated seriously, respectfully and confidentially.

7. Responding to a Report

Staff receiving a report must:

- Listen without judgement
 - Record the concern factually using the individual's own words
 - Reassure the person and explain the next steps
 - Report to the Safeguarding Lead immediately
- No promises of confidentiality should be made.

8. Investigation Process

Upon receipt of a report:

- The Designated Safeguarding Lead (DSL) will review the concern
- Appropriate action will be taken which may include:
 - Pastoral or wellbeing support
 - Fact-finding or formal investigation
 - Referral to external bodies (e.g., police) where necessary
- All decisions will focus on safety, welfare and legal compliance
- Findings will be documented securely.

9. Action and Outcomes

Possible outcomes include:

- No further action (with monitoring)
- Mediation where appropriate
- Professional conduct management
- Disciplinary action (up to dismissal in cases of gross misconduct)
- Restriction of duties or access
- Reporting to external regulatory bodies

10. Support for Affected Individuals

TTS will provide or signpost:

- Wellbeing support
- Counselling services
- Adjustments to learning or work environments
- Pastoral support through Safeguarding or HR

11. Third-Party Harassment

TTS acknowledges responsibility to prevent sexual harassment from third parties including:

- Learners
- Employers
- Visitors
- Members of the public

Where a risk is identified, TTS will implement prevention plans with employers and partners.

12. Monitoring and Review

This procedure will be reviewed:

- Annually
- After any sexual harassment incident
- When legislation changes

Monitoring will include trend analysis, incident review and policy evaluation.

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