

## Equality policy & procedure

Version:	Changes:	Date:	Made by:	Review date
V.019a	Initial version	April 2019	Diane McGhee	April 2021
V.021a	Reviewed, no updates required.	April 2021	Diane McGhee	April 2023
V.023a	Reviewed, inclusion of change table at front of document	Jan 23	Diane McGhee	January 2025
V.024a	Reviewed, no updates required.	Aug 24	Diane McGhee	August 2026

# Equality policy & procedure

## General Principles

Quelltex Ltd wants us all to be equal, always.

Diversity provides differing perspectives and this is invaluable in our work with a diverse learner population.

Your age, race, gender, sexual orientation and all other aspects of diversity that make you, are a part of what Quelltex values and needs. As a company Quelltex will endeavour to help team members find working conditions to suit their needs. We will help you to keep learning and keep enthusiastic about your role.

## Employees responsibility - within the policy

No member of staff of Quelltex will knowingly treat another team member less favourably than any other, except where such treatment is within law and determined by lawful requirements. Where a team member feels they may have been treated less favourably than another, we encourage them to speak out.

We carry these principles into our client's workplaces and we aim to treat our learners in accordance with our own policies.

## Regulation

Quelltex Ltd is bound by the Isle of Man EQUALITY ACT 2017 (excerpts below for guidance):

The Act protects all people from discrimination on the basis of possessing a 'protected characteristic'. List of protected Characteristics shown below:

- Gender Reassignment
- Marriage & Civil Partnership
- Race
- Religion
- Sex
- Sexual Orientation
- Pregnancy & Maternity
- Age
- Disability

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There are four main types of discrimination:

### **Direct Discrimination**

A person cannot be treated worse than another person because of a protected characteristic. This also includes treating a person worse than another because they are associated with a person who has a protected characteristic, or a person who is perceived to have a protected characteristic.

### **Indirect Discrimination**

You must not do something through the use of a policy, rule or practice (way of doing things) that has or would have a worse impact on a person and on other people who share a protected characteristic, than on people who don't share that same characteristic. This will be indirect discrimination unless you are able to show that you had a good enough reason (objective justification) for what you have done or intend to do.

### **Harassment**

A person cannot be treated in a way that violates their dignity, or creates a hostile, degrading, humiliating or offensive environment.

### **Victimisation**

A person cannot be treated unfairly for taking action under the Equality Act, nor can a person be treated unfairly for supporting someone else who is doing so.

**Should any Quelltex Ltd Employee or Sub contractor feel they have a grievance under this Act, they should in the first instance approach their QA administrator (Diane McGhee: [diane@quelltex.co.uk](mailto:diane@quelltex.co.uk)) and appropriate recording and direction will be given, along with escalation if required.**