

Equality and Diversity Policy

Metadata Training

Metadata is dedicated to advocating a supportive and inclusive culture amongst our staff and the apprentices' community.

We believe it is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees, job applicants and apprentices are given equal opportunity and that our organisation is representative of all sections of society.

During recruitment and training processes, we concentrate on the apprentice's skills and abilities and not discriminate them based on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation.

Each employee will be respected and valued and able to give their best as a result. This policy reinforces our commitment to provide equality and fairness to all in our employment and apprentices and not advantage a specific group of people. We are against unlawful and unfair discrimination.

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When Metadata Training selects candidates or apprentices for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents.

Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

Metadata Training will demonstrate its commitment by:

- Promoting equality of opportunity and diversity with all our staff, apprentices and our customers.
- Aiming to build a workforce with the aim of having parity of representation across the workforce.
- Encouraging recruitment from groups currently under-represented in the department and their career progression once employed.
- Treating our customers, colleagues and partners fairly and with respect.
- Promoting an environment free from discrimination, bullying and harassment, and tackling behaviour which breaches this.
- Recognising and valuing the differences and individual contribution that people make.
- Providing support and encouragement to staff to develop their careers and increase their contributions to the organisation through the enhancement of their skills and abilities.
- Building in best practice to all our training and service delivery and employee policies and procedures, and supporting these with appropriate training and guidance.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.

- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.

Metadata Training will inform all employees and apprentices that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace.

Every person working for the company has a personal responsibility for implementing and promoting these principles in their day-to-day dealings with everyone – including members of the public, other staff and employers and partners. Inappropriate behaviour is not acceptable.

We will measure and report on the effectiveness of our service delivery and employee policies and processes, in relation to these principles, by building performance monitoring and management information requirements into product development. This information will be used to inform future policy and to enhance business processes.

Our policy will be monitored and reviewed annually to ensure that equality and diversity are continually promoted in the workplace.