

# **Param Qualifications**

## **Equality, Diversity & Inclusion Policy**

## Contents

1. Purpose .....	3
2. Equality, Diversity & Inclusion at Param Qualifications.....	3
3. Scope .....	3
4. Our Commitment .....	3
5. When This Policy Applies.....	4
6. Monitoring and Review .....	5
7. Breaches of This Policy.....	5
8. Complaints.....	5
9. Whistleblowing.....	6
10. Review of Policy.....	6
11. Contact Information.....	6

## **1. Purpose**

This policy sets out Param Qualifications' approach to equality and diversity. Param Qualifications is committed to promoting a working and learning environment where individuals are treated fairly, with dignity and respect, regardless of personal background or characteristics.

The organisation recognises that valuing difference and promoting inclusion strengthens decision-making, improves services, and supports positive outcomes for learners, centres, staff, and stakeholders. This policy provides a framework for preventing discrimination, promoting equal opportunity, and ensuring inclusive practice across all activities.

## **2. Equality, Diversity & Inclusion at Param Qualifications**

At Param Qualifications, equality means ensuring that individuals are not disadvantaged or treated unfairly because of personal characteristics, and that barriers to participation and opportunity are identified and removed wherever possible.

Diversity means recognising, respecting, and valuing individual differences. These differences may be visible or non-visible and include personal, cultural, social, and experiential factors. Param Qualifications recognises that equality and diversity are closely linked and must operate together; equal opportunity cannot be achieved without recognising and respecting difference.

This policy supports a culture where individuals feel valued for their contribution and are able to engage fully with Param Qualifications' services and activities.

## **3. Scope**

This policy applies to all individuals engaged with Param Qualifications, including staff, contractors, consultants, centres, learners, and other stakeholders. It applies equally regardless of employment status, contractual arrangement, or mode of engagement.

All individuals have a responsibility to understand and comply with this policy. Those with management or decision-making responsibilities are expected to apply the principles of this policy consistently and fairly in all relevant activities.

## **4. Our Commitment**

Param Qualifications is committed to providing an environment that promotes dignity, fairness, and respect for all. The organisation does not tolerate unlawful or unfair discrimination, harassment, or victimisation.

This commitment applies to, but is not limited to, discrimination on the basis of:

- age
- disability
- sex or gender identity
- race, nationality, or ethnic background
- religion or belief
- sexual orientation
- marriage or civil partnership
- pregnancy or maternity

Param Qualifications is committed to ensuring that decisions relating to recruitment, engagement, training, development, progression, and access to services are based on objective and fair criteria. Individuals are encouraged to develop their skills and fulfil their potential, and no form of bullying, intimidation, or harassment is acceptable.

Where concerns relating to equality or discrimination arise, they will be treated seriously, handled sensitively, and investigated in line with relevant procedures. Param Qualifications gives due regard to the Equality Act 2010 (UK) when implementing this policy and promoting inclusive practice.

## **5. When This Policy Applies**

This policy applies to conduct occurring during work-related activities, including interactions within the workplace, during training, meetings, events, or any activity connected to Param Qualifications. It also applies to conduct outside the immediate workplace where such behaviour may impact individuals or the organisation's reputation.

In particular, this policy applies to:

- recruitment and selection activities
- access to training and development
- progression and role allocation
- day-to-day working relationships and communication
- learner engagement and centre interactions

Param Qualifications expects all individuals to uphold the principles of this policy in both formal and informal settings where there is a connection to the organisation.

## **6. Monitoring and Review**

The effectiveness of this policy is monitored through regular review of organisational practices, feedback, and, where applicable, complaints or concerns raised. Learning from these reviews is used to strengthen inclusive practice and address any identified issues.

Where patterns or systemic concerns are identified, Param Qualifications will take appropriate action to address them and improve practice.

## **7. Breaches of This Policy**

Allegations of discrimination, harassment, or unfair treatment under this policy will be handled confidentially and investigated in accordance with appropriate procedures. Individuals who raise concerns in good faith will not be disadvantaged as a result.

Where a breach of this policy is identified, appropriate action will be taken. This may include corrective measures, guidance, or disciplinary action, depending on the nature and seriousness of the issue.

## **8. Complaints**

- Any individual who believes they have been subject to unfair treatment, discrimination, harassment, or victimisation in relation to Param Qualifications' activities may raise the matter through the organisation's Complaints Policy and Procedure.
- Complaints will be handled confidentially, fairly, and without unreasonable delay.
- Param Qualifications will ensure that individuals raising concerns in good faith are not disadvantaged for doing so.
- Information on how to submit a complaint is available through the Param Qualifications Complaints and Appeals arrangements.

## 9. Whistleblowing

- Param Qualifications encourages individuals to raise concerns where they reasonably believe that serious wrongdoing, malpractice, or unethical behaviour has occurred in relation to the organisation's activities.
- Concerns of this nature should be raised in accordance with the Param Qualifications Whistleblowing Policy and Procedure.
- Individuals who raise concerns in good faith will be protected from victimisation or detrimental treatment in line with organisational policy.
- Whistleblowing disclosures will be handled sensitively and, where appropriate, confidentially.

## 10. Review of Policy

This policy is reviewed periodically to ensure it remains effective, relevant, and aligned with legal and organisational requirements. Updates will be approved through appropriate governance arrangements.

## 11. Contact Information

### **Param Qualifications Ltd**

Victory House,  
400 Pavilion Drive,  
Northampton, Northamptonshire,  
NN4 7PA, United Kingdom

Telephone: +44 7380328597

Email: [info@paramqualifications.co.uk](mailto:info@paramqualifications.co.uk)

Uncontrolled when printed				
Author	Approved by	Version Number	Issue Date	Review Date
<i>Param Qualifications Limited</i>	<i>Director – Param Qualifications Limited</i>	<i>1.0</i>	<i>30<sup>th</sup> Aug 2025</i>	<i>30<sup>th</sup> Aug 2026</i>
<i>Param Qualifications Limited</i>	<i>Director – Param Qualifications Limited</i>	<i>1.1</i>	<i>2<sup>nd</sup> Feb 2026</i>	<i>2<sup>nd</sup> Feb 2027</i>