

Magna Groups Enterprises Equality & Diversity Policy



Introduction

Magna Groups Enterprises aims to be more than an organisation that is a fair place to work, it is an organisation that welcomes and celebrates diversity. Magna Groups Enterprises is committed to promoting equality of opportunity and eliminating unlawful discrimination. Magna Groups Enterprises is committed to social cohesion and values the benefits that diversity brings to both Magna Groups Enterprises and the wider community.

Policy Statement

Magna Groups Enterprises aims to ensure it operates fairly regardless of a person's age, country of origin, disability, gender, gender reassignment, marital status, race, religion or belief, sexual orientation, social background, or any other unlawful discrimination. Magna Groups Enterprises is committed to the elimination of discrimination and harassment on the grounds of any of the above.

2.1 This policy applies to:

- All applicants for employment, employees and all those who work for Magna Groups Enterprises and relates to all decisions in respect of recruitment and selection, promotion, access to training and the provision of terms and conditions of employment; and
- All learner applicants and potential applicants and relates to all decision in respect of the enrolment of learners and the provision of all services to learners including teaching and supervision, assessment, progression and award and support services.

Commitment to the Policy

The Equality and Diversity policy is a public commitment of how Magna Groups Enterprises will meet the duties placed upon it. Magna Groups Enterprises will:

- Actively promote equality of opportunity and to respecting and celebrating the cultural diversity within the organisation.
- Fulfil its legal obligations under the equality legislation and associated codes of practice.
- Take lawful affirmative and positive action where appropriate

Status of the Policy

4.1 The policy forms part of the formal contract of employment for staff and part of the agreement between Learners and Fit for Sport.

4.2 Breaches of the policy will be regarded as misconduct and may lead to disciplinary proceedings.

4.3 Those contracted to work at or for Magna Groups Enterprises, including sub-contractors, will be expected to comply with the policy. Breach of the policy could result in the termination of the contract.

Implementation

5.1 The Board of Magna Groups Enterprises has ultimate responsibility for the effective implementation of the Equality and Diversity policy. The

operational application of the policy rests with the Directors.

5.2 The Training Manager is responsible for ensuring that learner related issues are effectively addressed.

5.3 The Human Resources Manager is responsible for ensuring that staff related issues are effectively addressed.

5.4 In order to implement this policy Magna Groups Enterprises will:

- Communicate the policy to employees, applicants for employment, those working for the organisation and those applying to study.
- Incorporate specific and appropriate duties in respect of implementing the Equality and Diversity policy into job description and work objectives of staff.
- Provide equality and diversity training and guidance for staff as appropriate, including training on induction and management courses.
- Advise all learners of their responsibilities to Magna Groups Enterprises and to other learners in relation to this policy.

This policy was adopted by: Magna Groups Enterprises	Date: Sept 2025
To be reviewed: July 2027	Signed: Pascal Suntah

Written in accordance with the *Magna Groups Enterprises Company Policy & Procedures*.

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- Ensure that those who are involved in recruitment and selection exercises are trained in non-discriminatory selection techniques.
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they will comply with the Equality and Diversity policy in their dealings with Magna Groups Enterprises and its staff and learners
- Take appropriate lawful affirmative or positive action, for example, including statements in job advertisements encouraging members of all groups to apply.
- Ensure that adequate resources are made available to fulfil the objectives of this policy.

Monitoring and Review

6.1 Magna Groups Enterprises will maintain appropriate staff and student information and monitoring systems to assist the effective implementation of

this policy

6.2 Information relating to applicants for employment and staff will be monitored by Magna Groups Enterprises 's Human Resources Manager, and

information relating to learner applicants will be monitored by Magna Groups Enterprises 's Training Manager.

6.3 All such information will be treated sensitively and in accordance with Magna Groups Enterprises 's Data Protection Policy.

6.4 The effectiveness of this policy will be kept under review and amended to reflect developments in equality legislation and best practice.

Complaints

7.1 Members of staff who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the appropriate grievance procedure.

7.2 Learners who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the learner complaints procedure.

Every effort will be made to ensure that any person making a complaint will not be victimised. All complaints of discrimination, harassment or victimisation will be dealt with promptly and confidentially. If on investigation, it is established that discrimination, victimisation or harassment has occurred, disciplinary action will result and may warrant dismissal/expulsion.

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