

| | | | | | |
|--------------------|---|-------------|-------------------|----------------|--------------|
| Title | Equality, Diversity & Inclusion Policy Statement | | | Ref. No | POL03 |
| Approved by | SLT | Date | 17/01/2024 | Issue | 14 |

General statement

Overall responsibility for Equality, Diversity & Inclusion (EDI) within MKC Training is vested in me by virtue of my appointment as Managing Director. The purpose of this statement is to confirm that MKC Training has a detailed Equal Opportunities Policy which describes how we will meet and, if possible, exceed our obligations under equality legislation. The full version of the policy is available on the MKC Training SharePoint site.

The MKC Training Equal Opportunities Policy forms an integral part of the wider Diversity and Inclusion Strategy and should be read together with this and other relevant MKC Training policies. Where aspects of EDI relate specifically to military trainees, these are addressed in accordance with Ministry of Defence policy.

Our commitment

Our Values of **‘Investment in People’** and **‘Collaboration’** recognise our commitment to:

- creating a working environment free from all forms of unlawful discrimination, including victimisation and harassment.
- creating a workplace that is capable of allowing everyone to achieve their greatest potential, and one where individuals are willing to give their best.
- providing Company-wide understanding of the message promoted by this policy.
- supporting all staff in developing an understanding of their rights and responsibilities.
- ensuring all line managers are able to fully support staff who are unclear of their rights and responsibilities within this policy.
- ensuring employment opportunities are open to all qualified candidates.
- recruiting based on ability to do the job & creating recruiting opportunities to reflect the multicultural composition of our local community.
- protecting staff, wherever possible, from being victimised or treated less fairly, including if they make or support a complaint in good faith.

Breach of the Policy

MKC Training takes any instance of a breach of our Equal Opportunities Policy seriously, whether by employees, associates, learners, or visitors. Any breach will be investigated and, if appropriate, will be considered under the relevant disciplinary procedures. With regard to any breach of the Policy by visitors, we will take appropriate action in relation to the nature of the incident.

Confidentiality and Monitoring

MKC Training will ensure that any equal opportunities data is used exclusively for monitoring purposes and that it is treated with confidentiality and sensitivity; it will safeguard any information disclosed voluntarily within the regulations set by Data Protection legislation.

Implementation and Review

Each member of the Senior Leadership Team (SLT), supported by Human Resources, has a responsibility to ensure that the Equal Opportunities Policy and the overall promotion of inclusion are put into practice in the areas for which they have responsibility. This statement covers all sites on which the company carries out its activities, including remote learning / work activities. It will be reviewed annually and following any changes in legislation.

Mike Garrod – Managing Director



Date: 17/01/2024

Not controlled when printed

| | | | | | | | | | |
|-------------|--|--|--|--|--|--|--|--|--|
| Reviewed by | | | | | | | | | |
| Date | | | | | | | | | |