

Equality and Diversity Policy

Academic Year 2025–2026

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Introduction

London School of Management and Media (LSMM) recognises that discrimination and victimisation is unacceptable and that it is in the interests of the centre and its employees to utilise the skills of the total workforce. It is the aim to ensure that no learner, employee or other representative of the centre receives less favourable facilities or treatment and opposes all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all.

The Equality Act 2010 provides a legal framework which tackles discrimination in respect of the following personal characteristics, which are protected by the law:

- age.
- disability.
- gender reassignment.
- marriage and civil partnership.
- race.
- religion or belief (there are some education exceptions where there is valid segregation).
- sex (there are some education exceptions where there is valid segregation).
- sexual orientation.
- pregnancy and maternity.

It defines the behaviour that is unlawful under the Act as:

- direct discrimination.
- indirect discrimination.
- discrimination arising from disability.
- victimisation.
- harassment.

This policy sets out LSMM commitment to meeting the requirements of the Equality Act 2010, and to the principles of equality and diversity both as an employer and in the development, delivery and assessment of qualifications.

It should be read in conjunction with the following policies and procedures:

- **Appeals policy and procedures.**
- **Reasonable Adjustments and Special Consideration policy and procedures.**

Our Commitment

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued
- Every employee and every learner is entitled to a working environment that promotes dignity and respect to all.
- No form of intimidation, bullying or harassment will be tolerated
- Training, development and progression opportunities will be available to all staff
- To promote equality in the workplace and the learning environment, which we believe is good management practice and makes sound business sense
- We will review all our employment practices and procedures to ensure fairness
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings
- This policy is fully supported by senior management and has been agreed with employee representatives
- The policy document will be monitored and reviewed every five years or more frequently if required.

Scope of the Policy

The Head of Centre is responsible for ensuring that its staff and learners are aware of this policy, current equality legislation and regulatory requirements in relation to equality and diversity.

This policy is reviewed annually as part of LSMM self-evaluation activity, which includes consideration of customer and regulatory feedback and good practice guidance. A policy review may also be triggered as an action resulting from the outcome of the investigation of a complaint.

LSMM ensures that:

- its training courses are suitable for as diverse a range of learners as possible.
- it adheres to Awarding Organisation conditions relating to course development, delivery, assessment and certification claims for qualifications, to ensure no bias in content, which might discriminate against or disadvantage any groups of learners sharing a particular

characteristic, in terms of language, content or means of assessment, other than those related to the purpose of the units or qualifications.

- if any such features or barriers of this type are necessary, their nature and the reason for their inclusion in the particular unit or qualification are clearly set out. Staff responsible for inducting learners on to qualifications must be fully briefed of such features.

Policy Statement

LONDON SCHOOL OF MANAGEMENT AND MEDIA

- is committed to ensuring equality of opportunity in employment and access to services for all who work for or with it.
- values and celebrates differences in age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, sexual orientation, pregnancy and maternity.
- believes that all forms of prejudice and discrimination are unacceptable and will strive vigorously to tackle
- these and to remove conditions which place people at a disadvantage.
- works to eliminate unlawful direct and indirect discrimination.
- provides equality of opportunity as an integral part of good practice.
- is committed to a working environment in which the contribution and needs of everyone are fully recognised and valued.
- supports staff and contractors in challenging any inappropriate, violent or abusive behaviour from colleagues, other individuals, organisations and customers.

Responsibilities

Staff and contractors

LSMM is committed to ensuring that personnel are recruited, selected, monitored and can progress within the organisation in a fair and equitable manner, based on their relevant attributes, skills, experience and performance only.

LSMM provides equality and diversity guidance to all staff and external contractors at induction and on an ongoing basis.

Appeals and Complaints

Learners, employees and other centre representative have a right to pursue a complaint concerning discrimination or victimisation via the centre Appeals and Complaints policy.

Communication with Awarding Organisations/Universities

LSMM will ensure that staff and all Users in the centre are aware of the Policy. The centre understands that EQAs or other representatives of Awarding Organisations/Universities may check that centre staff have not only received the Policy but also that relevant staff and learners aware of its contents and purpose.

This policy and the associated arrangements shall operate in accordance with statutory requirements, particularly Equality Act 2010 <https://www.gov.uk/equality-act-2010-guidance>. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.