

Equality & Diversity Policy

Document Specification:

Purpose:	To set out the policy and procedure to be followed by NPC when dealing with Equality & Diversity and/or its qualifications or services		
Accountability:	Director	Responsibility:	Compliance Manager
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1. Introduction

The National Paralegal College (NPC) is a trading name of NALP Training Company Limited. It offers both internally developed and certificated courses and fully regulated qualifications, accredited by a Recognised Awarding Organisation to its Learners, all of which are delivered on a distance learning basis. All of its courses and qualifications are aimed at the Paralegal sector.

NPC is an Equal Opportunities employer and training provider and is committed to treating all staff, Learners, other customers and stakeholders, equally and fairly in line with the requirements of all current relevant legislation and regulation including, but not limited to, the Equalities Act 2010.

2. Responsibilities

NPC recognises it has a responsibility to ensure that all staff, learners and other persons who have any involvement with NPC are treated with respect and dignity at all times. Specifically, we will ensure that:

- All employees, whether full or part time, on a permanent or temporary contract, or those working on a freelance basis, are treated equally and fairly, as well as with all due respect to them as individuals
- All Learners, regardless of the level of course or qualification being studied, or their geographical location, are treated equally, fairly and with respect
- No person is subject to unlawful discrimination due to one of the following protected characteristics (as per the Equalities Act 2010):
 - Age
 - Disability
 - Gender reassignment
 - Marriage or civil partnership
 - Pregnancy and maternity
 - Race (including colour, nationality and ethnic or national origin)
 - Religion or belief
 - Sex (gender)
 - Sexual orientation
- All forms of discrimination are opposed and avoided, including in respect of:
 - Pay and benefits
 - Terms and conditions (both for employees and Learners)
 - Dealing with complaints, appeals or enquiries
 - Employment grievances, disciplinary or redundancy
 - Working arrangements – including flexible working, parental leave, training, promotion or personal development
- Equality and diversity is promoted throughout the organisation as being best practice
- The environment for work and study encourages equality and diversity and that all persons are free from any form of discrimination, bullying, victimisation or harassment.

3. Dealing with Complaints about Discrimination

Any complaints made regarding any form of discrimination, bullying, harassment or victimisation will be dealt with seriously and swiftly. Where requested, the complainant's name will be kept confidential, unless to do so would compromise the action that can be taken against the perpetrator. Any staff member found to be treating others with discrimination, bullying, harassment or victimisation will be dealt with under our employment disciplinary procedures.

Where a Learner is deemed to have discriminated against a staff member or another Learner, or otherwise harassed, bullied or victimised them, NPC reserve the right to exclude them from the College without the Learner having any access to refund for any uncompleted course or qualification.

It should be noted that some forms of harassment (e.g. sexual harassment) may constitute a criminal offence and such matters will be reported to the relevant authorities where appropriate.

4. Monitoring Compliance & Data Collection

All employment terms, conditions and associated policies are regularly reviewed to ensure that these actively support equality and diversity.

All study materials provided to Learners are reviewed regularly to ensure that these do not contain any phrases or assumptions which might imply any form of discrimination or cause offence.

No specific data shall be collected on either employment or Learner application forms in respect of a person's ethnicity, sex (gender), sexual orientation, religion, belief, or marital status. Information regarding disability will be collected for the purposes of ensuring the correct arrangements or adaptations can be arranged if necessary. Details of a person's age are collected in the form of requesting a date of birth, but this is for identification purposes only.

5. Policy Review

All NPC Policies are reviewed on at least a bi-annual basis. The date of the next review for this document will be 1st November 2020.