



## ***InOut Academy Equal Treatment Policy***

InOut Academy aims to recruit and develop talent from the widest pool, creating an environment where everyone has a fair chance to succeed. We are committed to being a fair and inclusive academy with policies and procedures ensuring that our employees and learners understand and fulfill their responsibilities.

### **Equal Opportunities**

As an Equal Opportunities Academy, InOut Academy ensures that no employee, learner, or potential candidate is treated less favorably based on disability, race, color, religion or belief, nationality, ethnic origin, sex, pregnancy, age, marital or civil partner status, employment status, or trade union membership. No one is disadvantaged by employment or learning conditions or academy requirements that are not necessary for operational reasons.

This policy applies to all InOut Academy employees, trainers and learners.

### **Commitment to Fairness**

InOut Academy is dedicated to providing an environment where the dignity of all members is respected and free from harassment and bullying. We are committed to preventing and eliminating any form of intimidation.

### **Policy Implementation**

To promote and maintain equality of opportunity and eliminate discrimination, InOut Academy ensures that:

- All potential and current employees, learners, and trainers are treated fairly and with respect.
- The work and learning environment is free from discrimination, harassment, victimization, bullying, or any other form of unwanted behavior.
- Employment and learning conditions, requirements, and practices are justifiable and non-discriminatory.
- Recruitment, selection, development, and promotion decisions are made based on individual ability and merit.
- Employees and learners have equal opportunities to contribute and achieve their potential.
- Support is provided to those responsible for ensuring compliance with this policy and addressing any complaints.

## **Handling Inappropriate Behavior**

If inappropriate behavior occurs, it will be dealt with seriously, sensitively, and confidentially to resolve the matter as quickly as possible for all concerned.

## **Monitoring and Review**

InOut Academy will monitor criteria and procedures to ensure fairness and objectivity, free from discrimination. Procedures will be regularly reviewed and amended to ensure fair treatment for everyone.

## **Communication**

InOut Academy is committed to ensuring this policy is effective and that all members are informed. The policy will be communicated through:

- Accessibility via the website
- Email updates