

Equal Treatment Policy for Adventures After Teaching

Policy Overview

Adventures After Teaching is committed to providing an inclusive, respectful, and fair environment for all freelance staff, contractors, learners, and clients. We value diversity and believe that drawing on different perspectives and experiences enhances our work and learning community. We do not tolerate discrimination, harassment, or victimisation on any grounds, and we strive to ensure equal opportunities for all, in line with the Equality Act 2010 and best practice guidance.

Scope of the Policy

This policy applies to all individuals engaged with Adventures After Teaching, including freelance staff, contractors, learners, and clients, regardless of their contract type or location (including remote/online settings). It covers all aspects of engagement, including recruitment, training, course delivery, assessment, and participation in events or activities.

Our Commitment

We are committed to:

- Treating everyone fairly and with respect, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation (the "protected characteristics" under the Equality Act 2010).
- Eliminating unlawful discrimination, harassment, victimisation, and any other prohibited conduct.
- Advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- Making reasonable adjustments to remove barriers for disabled people and others where appropriate.
- Ensuring that no one is disadvantaged by any condition or requirement that cannot be objectively justified.

Harassment and Bullying

Adventures After Teaching is committed to a learning and working environment free from harassment, bullying, and victimisation.

Harassment is defined as unwanted behaviour related to a protected characteristic that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. Bullying includes persistent or repeated unwarranted criticism, threats, abuse, or exclusion. Such behaviour will not be tolerated and will be dealt with promptly and seriously.

Recruitment, Selection, and Development

- All recruitment, selection, and development decisions are based on objective criteria, merit, and the requirements of the role or course.
- We will ensure that job and course advertisements, selection criteria, and assessment methods are free from bias and do not disadvantage any group.
- Reasonable adjustments will be made for candidates and learners with disabilities or other relevant needs.

Training and Awareness

- All freelance staff and contractors will receive information and guidance on equal treatment and diversity as part of their induction.
- Ongoing training and updates will be provided as needed to ensure awareness and compliance with this policy.

Responsibilities

Managers and Course Leaders:

- Lead by example in promoting inclusion and preventing discrimination or harassment.
- Respond promptly and sensitively to any complaints or concerns.
- Ensure that reasonable adjustments are considered and made where appropriate.

All Staff, Contractors, and Learners:

- Treat others with dignity and respect at all times.

- Report any incidents of discrimination, harassment, or bullying.
- Cooperate with investigations and support an inclusive environment.

Handling Complaints

- Any individual who feels they have been discriminated against, harassed, or bullied should report the matter as soon as possible.
- Complaints can be made informally or formally, and will be handled seriously, sensitively, and confidentially wherever possible.
- No complainant will be victimised for raising a genuine concern in good faith.
- False or malicious allegations may be treated as a disciplinary matter.

Disciplinary Measures

- Breaches of this policy, including acts of discrimination, harassment, or bullying, may result in disciplinary action up to and including termination of engagement or exclusion from courses.

Monitoring and Review

- We will monitor the effectiveness of this policy and our practices, including feedback from staff and learners.
- The policy will be reviewed at least annually, or sooner if required by changes in legislation or organisational practice.

Communication

- This policy will be made accessible to all staff, contractors, learners, and clients via our website and online learning platform.
- Updates will be communicated through email and other appropriate channels.

Date Reviewed: 26.05.2025

A handwritten signature in black ink, appearing to read 'Jo Howard'. The signature is fluid and cursive, with the first name 'Jo' written in a large, looped script and the surname 'Howard' in a smaller, more straightforward script.

Signed:

Name: JOANNE HOWARD

Title: CEO Adventures After Teaching Ltd

Date: 26.05.2025