

On The Nose Scent Training Diversity Equality and Inclusion Policy (DEI)

1. Purpose of the Policy

This policy sets out On The Nose Scent Training's approach to diversity, equality and inclusion (DEI). On The Nose Scent Training is dedicated to encouraging a supportive and inclusive culture amongst its employees, members and associated organisations. It is within our best interest to promote DEI and recognise that people from different backgrounds and experiences can bring valuable insights to On The Nose Scent Training and enhance the work they do with their customers and within the community. On The Nose Scent Training aim is to be an inclusive organisation, which is representative of all sections of society, pro-actively tackling and eliminating discrimination in all its policies and processes.

2. Definition: Diversity, Equality and Inclusion

2.1 At On The Nose Scent Training, diversity comprises of a mosaic of people from all walks of life, who bring a variety of backgrounds, styles, perspectives, values and beliefs as assets to all those with whom they interact. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions. This is beneficial not only for the individual but also for On The Nose Scent Training.

2.2 We consider that equality means having practices and policies that are just, transparent, and consistent. Equality is also about breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups. We support the empowering of people's access to equal opportunities to everyone regardless of who they are or where they're from. We believe it is important that help and encouragement is given to support everyone to develop their full potential and utilise their unique talents.

2.3 On The Nose Scent Training's vision is to foster a culture of Inclusion for employees, members associated organisations regardless of background, where people have a sense of belonging, feel valued, supported and inspired to achieve their individual goals.

2.4 At On The Nose Scent Training, we acknowledge that diversity, equality and inclusion are not only inter-changeable but inter-dependent and by capitalising of these we cultivate diversity of thought, connectedness and innovative solutions in the sector we serve.

3. On The Nose Scent Training's Commitment

To create an environment in which individual differences and the contributions of all employees and members are recognised and valued.

To create inclusive environments that promote dignity at work and mutual respect.

To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.

To make training courses and workshop opportunities accessible to all employees and members.

To promote equality in the workplace, which On The Nose Scent Training believes is good management practice and which makes sound business sense.

To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.

To ensure that all courses, workshops and exam content complies with DEI standards.

To regularly review all our employment practices and procedures so that fairness and equality is maintained at all times.

4. Scope

4.1 In complying with the Equality Act 2010, this policy reinforces our commitment to provide equality and fairness to all our employees, members and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation.

4.2 The Equality Act 2010 The Equality Act aims to protect individuals from unfair treatment and promotes a fair and more equal society and offers special encouragement to those from disproportionately under-represented or otherwise disadvantaged groups. The protected characteristics in the Act are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief (or no belief); sex; or sexual orientation.

4.3 Forms of discrimination. Discrimination can be direct or indirect and it may occur intentionally or unintentionally.

4.4 Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out above. For example, rejecting an application from a person of one race because it is considered they would not “fit in” on the grounds of their race could be direct discrimination.

4.5 Indirect discrimination is where any condition, rule or benefit when applied has a greater negative effect upon one group of people, such as woman, than another.

4.6 Discrimination also occurs when someone is treated less favourably because they have complained about being discriminated against. This is treated as victimisation (suffering less favourable treatment because you have taken action to assert your right not to be discriminated against or to assist a colleague in that regard) and Harassment.

4.7 Disability discrimination. If an employee or member is disabled or becomes disabled they are encouraged to tell On The Nose Scent Training about their condition. They should also advise the appropriate body of any reasonable adjustments they require to assist them in the performance of their duties. We encourage remote working and will help to create tailor-made workspace at home, taking into consideration individual needs. Our flexible hours company policy applies to all staff, who need alternative work schedules. We also provide unlimited annual leave, for whatever a staff member requires it for, without providing a specific number of days for them to take their annual allowance from.

5. Personnel Responsible for Implementation of DEI Policy

5.1 On The Nose Scent Training has overall responsibility for the effective operation of the DEI policy and for ensuring compliance with the relevant laws prohibiting discrimination.

5.2 Management and the board of directors are responsible for the success of this policy and must ensure that they familiarise themselves with DEI policy and act in accordance with its

aims and objectives. The DEI policy will be regularly reviewed, by management and the board of directors to ensure that it is continuously improved and developed in line with relevant legislations and best practice.

5.3 All employees, members, associated organisations and also associated persons such as contractors have a duty to act in accordance with this policy and promote the aims and objectives of On The Nose Scent Training's DEI policy. All employees, members are encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities that On The Nose Scent Training offers.

5.4 No form of intimidation, bullying or harassment will be tolerated. If an individual believes, either as an employee of On The Nose Scent Training or a member that they may have suffered discrimination because of any of the above protected characteristics mentioned, they should consider seeking an informal resolution in the first instance with their line manager as an On The Nose Scent Training employee or as a member with an equivalent contact point within their own organisation.

5.5 Allegations made by an On The Nose Scent Training employee regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate On The Nose Scent Training procedure. On The Nose Scent Training will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by On The Nose Scent Training as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under On The Nose Scent Training's code of conduct. A person found to have breached this policy may be subject to disciplinary action under On The Nose Scent Training's Disciplinary Policy.

5.6 Members who are participating in On The Nose Scent Training activities and who make an allegation regarding potential breach of this policy will be treated in confidence and investigated in accordance with the appropriate On The Nose Scent Training procedure. On The Nose Scent Training will ensure that individuals who make such an allegation in good faith will not be victimised or treated less favourably by On The Nose Scent Training as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under On The Nose Scent Training's code of conduct.

5.7 Employees, member and associated organisations may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

When Does this Policy Apply to?

6.1 This policy applies to all the employment, activities, services, membership which On The Nose Scent Training undertakes.

We set out below some specific areas of application:

6.2 Recruitment and Selection

On The Nose Scent Training aims to ensure that no job applicant receives less favourable treatment on account of any of the unlawful grounds listed in section 4.3.

Advertisements, whether internal or external must indicate an intention to promote a commitment to On The Nose Scent Training's DEI policy and diverse and inclusive environment.

Adverts on the On The Nose Scent Training website need to ensure that they promote fairness, inclusion and welcome applications from all section of our society. In short to ensure that no one is exclude or disproportionately disadvantaged because of their background due to their particular age, gender, marital or civil partnership status, sexual orientation, religion or belief, race/ethnicity, disability and/or carer status.

6.3 Membership Experience

Ensuring and promoting DEI through On The Nose Scent Training teaching and learning, and also in the selection, enrolment, assessment and progression of members. As well as preparing all members to work in a multicultural, multiracial, diverse society and communities.

On The Nose Scent Training will capture membership' diversity demographics as part of its processes to promote the diverse and inclusive environment.

6.4 On The Nose Scent Training will inform all employees, members, associated organisations and also associated persons such as contractors with On The Nose Scent Training that a DEI policy is in operation and that everyone is obligated to comply with its requirements and promote fairness in the workplace.

6.5 DEI policy is supported by management and On The Nose Scent Training Board of Directors.

7. Diversity Monitoring

7.1 On The Nose Scent Training is committed to devising and implementing appropriate methods of monitoring and evaluation for its DEI policy. The statistical analysis obtained through the diversity monitoring will help to identify and to diagnose any problems or issues for On The Nose Scent Training employees and members. The monitoring will also enable On The Nose Scent Training review the effectiveness of On The Nose Scent Training's DEI policy and identify actions that may need to be taken in the implementation of the policy.

7.2 In order to provide statistical information, monitoring and evaluation will include:

People making applications to the On The Nose Scent Training for employment will be requested and encouraged to indicate their ethnic origin, gender, age, sexual orientation, disability, religion and belief as perceived by themselves. This includes trans and bisexual applicants. The same applies to existing staff.

As part of the membership process, members will be requested and encouraged to indicate race, gender, gender reassignment, age, sexual orientation, disability and religion, belief and no belief. This includes trans and bisexual members.

We recognise that some people may regard this information as private and we have therefore included the option of 'prefer not to say' in all categories. You do not have to

complete the form, but it will help us improve our services and processes. The data received will be securely and confidentially stored and will be managed by key authorised personnel in line with the On The Nose Scent Training privacy policy and data protection