

Equality, Inclusion and Diversity Policy	HRC/P-12 Revision: 2 Effective Date: 01/02/2017
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Equality, Diversity and Inclusion Policy

Horizon Risk Consultancy Ltd (hereinafter referred to as Horizon) is committed to encouraging equality, inclusion and diversity among our employees and clients, and to eliminating unlawful discrimination In providing services.

We abide by the UK’s Equality Act 2010 which places duties on UK organisations not to discriminate against people from protected characteristics, and align with NEBOSH’s equal opportunities policy.

The ‘protected characteristics’ stated in and covered by the Act are: age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race (including colour, nationality, ethnic or national origins), religion or belief (this includes lack of belief), sex and sexual orientation.

In so doing, Horizon aims to comply with legislation intended to prevent unfair discrimination, as well as with relevant regulatory criteria.

Arrangements for ensuring equal opportunity

The Managing Director will ensure that it has the necessary system, arrangements and necessary resources to implement the equality, inclusion and diversity policy to its employees and clients, and for the effective delivery, assessment and quality assurance of accredited qualifications.

Horizon will ensure that its equal opportunities policy is available to its employees and clients. Horizon will work with awarding bodies such as NEBOSH to ensure access to the qualification and at the same time ensure fair assessment. It will receive applications for adjustments and will allow changes to be made where appropriate, in line with its policy on reasonable adjustments. Further details can be found in the policy document available on NEBOSH website: *“Policy and procedures for access arrangements, reasonable adjustments and special consideration”*.

<p>AUTHORIZATION <i>Sandy Lu</i></p> <hr/> <p>Sandy Lu Managing Director</p>	<p>REVIEW DATE 01/01/2024</p>
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We will implement and monitor our equality, diversity and inclusion policy with regarding to employee recruitment, personal development, and learner’s entry selection, participation, and access to assessment and success. We will ensure that no unfair discrimination is applied in considering candidates for course enrolment and delivery and that no irrelevant information is utilised in the internal assessment of candidates. When Horizon enrol learners for training courses, it will be based on their aptitude and ability and the entry requirements set in the syllabus guide at NEBOSH website.

Complaints regarding equal opportunities

Any learners who believes that they are being discriminated against can raise the matter through our internal appeals / complaints procedure. If the candidate is still not satisfied then the complaint should be referred in writing to the Customer Services Manager (via compliance@nebosh.org.uk) at NEBOSH.

Horizon will communicate with learners about NEBOSH’s policy of offering reasonable adjustments and special consideration (in appropriate circumstances) to candidates undertaking its qualifications. According to NEBOSH’s guideline that:

- ‘Access arrangements’ allow candidates with special educational needs, disabilities and temporary injuries to access assessment.
- A ‘reasonable adjustment’ is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in an assessment situation.
- Candidates who may have been disadvantaged by temporary illness, injury or adverse circumstances that arose at or near the time of assessment, may apply for ‘special consideration’ after the assessment.

Full details can be found in NEBOSH’s policy document available on the website: “*Policy and procedures for access arrangements, reasonable adjustments and special consideration*”.

If the learner would like to apply for any of the above arrangements please contact us to discuss the requirements. We are here to assist with the application process.

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_____ Sandy Lu Managing Director	

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Confirmation of learner’s request will be sent to the learner prior to the assessment. In the event that any granted adjustments do not meet learner requirements please contact us immediately to allow learner’s application to be reviewed.

The disable access to the training venues is available in the training centre so that the disabled learners will be best supported.

Horizon will respect for everyone and create a learning environment where every learners can realize their full potential and professional development goals.

All learners will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce and the learners.

We will ensure:

- To create an environment in which individual differences and the contributions of all learners are recognised and valued.
- Ensure that learners with protected characteristics will not be disadvantaged during the delivery of training qualifications.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To promote equality in the workplace, which Horizon believes is good management practice and makes sound business sense.
- To regularly review all our management practices and procedures so that fairness is maintained at all times.

By creating an inclusive environment where every learners feels that they are valued and respected we can leverage the full potential of our learners.

This policy will be periodically reviewed to ensure that it is continually valid and effective.

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