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| Triton Training Limited                  | System of Work | PAGE<br>ISSUE<br>DATE<br>REVIEW | Page 1 of 2<br>Six<br>28/01/2025<br>01/01/2026 |
| TITLE: ATC Equality and Diversity Policy |                | APPROVED BY: Directors          |  |

## 1. Equality and Diversity Policy

Triton Training is committed to ensuring equal opportunities. All those representing Triton Training, either directly or indirectly, are responsible for the implementation of this policy. Triton Training are committed to the elimination of discrimination on any grounds including religion, belief, race, ethnicity, gender, age, marital or civil partnership status, pregnancy and maternity, sexual orientation, gender reassignment, disability, ability, occupation, political opinion, those with or without dependents and will not tolerate unlawful discrimination or unfair treatment, whether intentional or unintentional, direct or indirect. Triton Training will ensure all working practices within and by Triton Training promote equality and diversity, and that this policy is effectively communicated, reviewed and amended. With specific reference to the working practices of Triton Training as an awarding organisation and in order to ensure equality of opportunity Triton Training will:

- Ensure Triton Training’s Equality and Diversity Policy is appropriately implemented at all times and available to all learners.
- Promote fair access to qualifications by ensuring Triton Training’s Reasonable Adjustments and Special Considerations Policy is appropriately implemented at all times and available to all learners.
- Analyse relevant data to identify any areas that may be unlawful or unfair and intervene as appropriate.
- Minimise any barriers to participation in qualifications in order to promote equality and diversity.
- Ensure all qualifications are delivered and assessed free from bias, do not advantage or disadvantage any learners unfairly and use clear language.
- Ensure where equality and diversity allegations are made that a full and objective investigation takes place following appropriate procedures.

## 2. Investigation Procedure

- Any instances where anyone considers treatment has been disrespectful in relation to specific characteristics, the specific details of this must be brought to the attention of Triton Training by email and by the person who wishes to lodge this. Details of this should be sent to the Quality manager at [info@tritontraining.co.uk](mailto:info@tritontraining.co.uk). Specific details should include the nature of the behaviour and key dates, times and personnel involved.

- The Quality Manager at Triton Training will identify an investigating officer who will have no previous involvement with the specific circumstances of the case
- The investigating officer will carry out an investigation within 20 working days of the case being lodged. If longer is required due to the nature of the complaint or specific circumstances, then the investigating officer will inform the person lodging the case.
- The investigating officer will inform the person lodging the case of the outcome within 20 working days.
- If the person lodging the case does not consider the findings to be fair, then this can be referred to a mutually agreed independent person/organisation.
- This independent organisation will investigate the case and report their findings within 20 days. The outcome of this process will be final.

### 3. Updates of Procedure

| Issue | Written, Checked and Approved | Issue Date | Action by       |
|-------|-------------------------------|------------|-----------------|
| 1     | Updated, Checked and Approved | 09/05/2019 | Krystal Buckley |
| 2     | Updated, Checked and Approved | 01/01/2020 | Krystal Buckley |
| 3     | Updated, Checked and Approved | 01/01/2021 | Krystal Buckley |
| 4     | Updated, Checked and Approved | 01/01/2022 | Krystal Buckley |
| 5     | Updated, Checked and Approved | 01/01/2023 | Krystal Buckley |
| 6     | Updated, Checked and Approved | 05/01/2024 | Krystal Buckley |
| 7     | Updated, Checked and Approved | 28/01/2025 | Krystal Buckley |

### 4. Internal Documents & Forms

1. ATC Complaints Policy
2. ATC Appeals Policy
3. ATC/P Special Considerations and Reasonable Adjustments Policy
4. ATC Appeals Policy (Candidate Copy)
5. ATC Complaints Policy (Candidate Copy)

### 5. Sources of Information

1. RLSS UK Guidance Documents. <https://www.rlss.org.uk/policies>  
RLSS UK Compliance Team: 0300 3230 096 or [compliance@rlss.org.uk](mailto:compliance@rlss.org.uk)
2. Swim England Guidance Documents: <https://www.swimenglandqualifications.com/our-policies/>  
Swim England Quality Assurance: [qualityassurance@swimenglandqualifications.com](mailto:qualityassurance@swimenglandqualifications.com)
3. STA Guidance Documents. <https://www.safetytrainingawards.co.uk/policies>  
STA Compliance Team: [compliance@safetytrainingawards.co.uk](mailto:compliance@safetytrainingawards.co.uk)
4. YMCA Guidance Documents. <https://www.ymcaawards.co.uk/policies-and-procedures/>  
YMCA Support Team: [awards.support@ymca.co.uk](mailto:awards.support@ymca.co.uk)