

# Equality and Diversity Action Plan

In pursuit of excellence in ensuring everyone  
is treated fairly in today's society



t2 | group



/t2apprenticeships



/t2apprentice

**Cardiff Head Office**

Melrose Hall, Cypress Drive, St Mellons, Cardiff, CF3 0EG

**Tel:** 02920 799 133 **Fax:** 02920 819 515

**Email:** [info@t2group.co.uk](mailto:info@t2group.co.uk) **Web:** [www.t2group.co.uk](http://www.t2group.co.uk)

t2 | group

# January - March 2018

t2 group is committed to creating an environment where there is mutual respect and equality of opportunity.

Our aim is to create an environment in which people treat each other with mutual respect, regardless of: age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender identity, sexual orientation, trade union activity or unrelated convictions.

As a company experiencing significant growth in the education and training sector, it is important that we fully demonstrate our commitment to equality and diversity in every way we can.

We have been on an incredible journey over the last few years, which has seen us increase to over 400 staff today and almost 12,000 learners in learning. It is imperative that we ensure that all our staff and learners understand the importance of equality, diversity and inclusion in today's society.

The following is our Action Plan for the **first quarter of this year**; this Action Plan will be added to and reviewed each month with feedback from:

## Employers through:

- monthly Account Management calls
- monthly reviews with learners
- our Employer Portal at [www.t2group.co.uk/employer](http://www.t2group.co.uk/employer)
- regular satisfaction questionnaires
- newsletters

## Learners through:

- monthly reviews with their Personal Development Manager
- our learner portal at [www.t2group.co.uk/learner](http://www.t2group.co.uk/learner)
- our t2 Knowledge Bank at [www.t2knowledgebank.co.uk](http://www.t2knowledgebank.co.uk)
- regular satisfaction questionnaires
- newsletters

## Staff through:

- monthly equality and diversity committee meetings
- quarterly alignment meetings
- one to one monthly meetings with your manager
- staff intranet
- our t2 Knowledge Bank at [www.t2knowledgebank.co.uk](http://www.t2knowledgebank.co.uk)
- newsletters

## Government and funding bodies through:

- provider performance reviews
- Learner and Employer Voice

If you would like to find out more about equality and diversity visit our website which has useful links and information [www.t2group.co.uk/equalitydiversity.html](http://www.t2group.co.uk/equalitydiversity.html)



## Equality and Diversity Action Plan

## Action

## Responsibility

### January

Review Equality & Diversity statistics for learners & staff

Finalise 'Achievers Edge' and 'Management Acumen' with a section on 'Your Guide to Equality & Diversity'

Finalise staff newsletter 'Include' with a section on 'Your Guide to Equality & Diversity'

Continue to review all e-learning for effectiveness

Promote to staff and learners 'World religion series. 2 – Buddhism'

Monthly email campaign promoting t2's support websites to all learners

Monthly email 'Tips & Guidance' for PDMs, Coach's and IG's

Evaluate and share best practice of learners promoting EDI in their workplace

#### Events

- 4th World Braille Day
- 21st World Religion Day
- 20th International day of Acceptance

Agree next meeting of the Equality and Diversity Committee

### February

Review Equality & Diversity statistics for learners & staff

Publish 'Achievers Edge' and 'Management Acumen' with a section on 'Your Guide to Equality & Diversity'

Publish staff newsletter 'Include' with a section on 'Your Guide to Equality & Diversity'

Continue to review all e-learning for effectiveness

Promote to staff and learners 'World religion series. 3 – Islam'

Monthly email campaign promoting t2's support websites to all learners

Monthly email 'Tips & Guidance' for PDMs, Coach's and IG's

Evaluate and share best practice of learners promoting EDI in their workplace

#### Events

- 1st World Hijab Day
- 5th – 11th #ITSNOK Sexual ABUSE & Sexual Violence Awareness Week
- 11th International Day of Women & Girls in Science
- 17th Random Acts of Kindness Day
- 20th World Day of Social Justice
- 21st International Mother Language Day
- 22nd Introduce a Girl to Engineering Day
- 26th – 11th Fairtrade Fortnight
- 26th – 4th Eating Disorders Awareness Week

Agree next meeting of the Equality and Diversity Committee

### March

Review Equality & Diversity statistics for learners & staff

Prepare 'Achievers Edge' and 'Management Acumen' with a section on 'Understanding the Different Traveler Communities'

Prepare staff newsletter 'Include' with a section on 'Understanding the Different Traveler Communities'

Continue to review all e-learning for effectiveness

Promote to staff and learners 'World religion series. 4 – Hinduism'

Monthly email campaign promoting t2's support websites to all learners

Monthly email 'Tips & Guidance' for PDMs, Coach's and IG's

Evaluate and share best practice of learners promoting EDI in their workplace

#### Events

- 2nd Employee Appreciate Day
- 5th – 9th NATIONAL APPRENTICESHIP WEEK
- 8th International Women's Day
- 20th International Day of Happiness
- 21st International Day for the Elimination of Racial Discrimination, World Down Syndrome Day
- 25th International Day of Remembrance of the Victims of Slavery & the Transatlantic Slave Trade
- 26th – 2nd World Autism Awareness Week
- 30th World Bipolar Day

Agree next meeting of the Equality and Diversity Committee