







EQUALITY & DIVERSITY POLICY

VERSION 2.2
06/01/2023

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DOCUMENT AMENDMENT RECORD

VERSION	DATE	AMENDMENT SUMMARY	AUTHOR	SIGNATURE
1.0	12/02/2018	Initial Release	SH	
2.0	17/09/2021	Entirely revised document	BS	
2.1	30/11/2021	Updated reference documents	BS	
2.2	06/01/2023	Updated Head of Training	MB	

REFERENCE DOCUMENTS

VERSION	DATE	DOCUMENT TITLE	SOURCE
N/A	24 February 2011	Equality Act 2010	Equality Act 2010
N/A	N/A	Protection from Harassment Act 1997	Protection from Harassment Act 1997
v7.0	N/A	TQUK Centre Handbook	Internal File Path: [00.01]
v1.2	06 January 2023	Malpractice & Maladministration Policy	Internal File Path: [00.03]

1. INTRODUCTION

The aim of this policy is to outline the procedure by which Colena Ltd trading as, and herein referred to as heliguy™ ensures equality and diversity. heliguy™ is committed to encouraging equality and diversity among our workforce, clients and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The organisation, in providing goods and/or services and/or facilities, is also committed against unlawful discrimination of customers or the public

It is the responsibility of any employee of heliguy™ to prevent discrimination against any person on the grounds of the 'protected characteristics' such as age, disability, gender reassignment, race, religious belief, sex and sexual orientation, marriage and civil partnership, pregnancy and maternity. Our clients and candidates have the right to benefit from treatment which is uninfluenced by protected characteristics and as such, heliguy™ will take all reasonable steps to prevent occurrences of discrimination.

2. SCOPE

This policy applies to any employee of heliguy™, external contractors and candidates at all times, both inside and outside of the work environment and/ or learning environment. This policy includes the expression of a view on social media platforms or any other digital communication platform which may impact the reputation of heliguy™.

The policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
2. Not unlawfully discriminate because of the protected characteristics, as defined within the Equality Act 2010;
3. Oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

3. COMMITMENT

heliguy™ is committed to the overarching principles of fairness, diversity, inclusion and equity. We value our clients and candidates regardless of protected characteristics and shall proactively protect them from any act which constitutes discrimination, harassment, victimisation and misconduct.

4. EMPLOYEES & STAFF

Any employee of heliguy[™], whether full-time, part-time, temporary or external contractor, has the right to be treated fairly and with utmost respect, without fear of discrimination. The selection of an employee for employment, promotion, remuneration or any other valuable consideration is based upon their skill, ability, suitability, qualifications or accomplishments, without other influencing factors. The Continuing Professional Development (CPD) of all personnel is of paramount importance to heliguy[™]; encouraging employees to reach their full-potential and benefit both themselves, and the Company.

All heliguy[™] personnel must ensure that they uphold this policy to the best of their ability and proactively protect any person from occurrences of inequity. They must also act in a manner which actively promotes equality and diversity, avoiding any unconscious bias. Any allegations and reported occurrences will be investigated appropriately and employees may be subject to disciplinary action, termination of employment and/ or prosecution.

5. TRAINING FACILITATION

Whilst it is the responsibility of heliguy[™] to facilitate the delivery of training without impeding the accessibility of any individual(s), there may be occasions where the eligibility requirements limit, or prohibit certain individuals from participation. An example of such are minimum age requirements for certain qualifications, which are governed by the qualification regulator or Civil Aviation Authority (CAA). Where possible and in compliance with the Special Consideration and Reasonable Adjustment Policy, heliguy[™] will endeavour to facilitate training.

All material (whether in physical or digital form) created for the purpose of training facilitation, will be done so taking consideration into the avoidance of discriminatory and sexist language, photographic and diagrammatic imagery. There may however, be defined terminology which may be perceived as such (for example Unmanned Aircraft or Notice to Airmen) which are defined by the qualification regulator or Civil Aviation Authority (CAA). These must remain within training material due to their repeated use within legislative documentation.

6. INFORMATION DISCLOSURE & RETENTION

heliguy[™] will comply with all current and relevant regulations and legislation pertaining to equality and diversity detailed within the reference documents. There may be cause to request the disclosure of personal information for candidate registration and certification purposes. All personal information will be retained in accordance with the heliguy[™] Data Protection Policy.

7. SUMMARY

All heliguy[™] employees are expected to treat each-other, clients and candidates with the utmost respect and equity, ensuring continual compliance with this policy. Furthermore, they must safeguard against occurrences of inequality and promote diversity within all manners of work activity; actively reporting violations in a timely manner.

Any questions relating to the content of this document should be directed to the undersigned in the first instance.



Mark Blaney
Head of Training
Colena Ltd t/a heliguy[™]