

# Equality, Diversity and Inclusion Policy



BHS Qualifications (BHSQ) is committed to making sure all its activities are conducted safely, fairly, transparently, objectively and free from bias. The purpose of this policy is to ensure BHSQ and all those that work with it understand the legal requirements of the Equality Act 2010 and demonstrate respect and tolerance. This policy explains what to do if discrimination occurs.

The policy applies to all areas of BHSQ's business including directors, employees, contractors, home workers, agency workers and any associate staff, moderators, verifiers, assessors, examiners, freelance staff, learners, other customers and stakeholders.

## This document will:

- Explain BHSQ's commitment to equality, diversity and inclusion.
- Explain what discrimination is.
- Explain what to do if discrimination occurs.

## It is useful to refer to the following policies and documents when reading this:

- Sanctions Policy.
- Appeals Policy.
- Complaints Policy.
- Whistleblowing Policy.
- BHSQ Operational Handbooks and Centre Manuals.

**Date for review:** March 2028

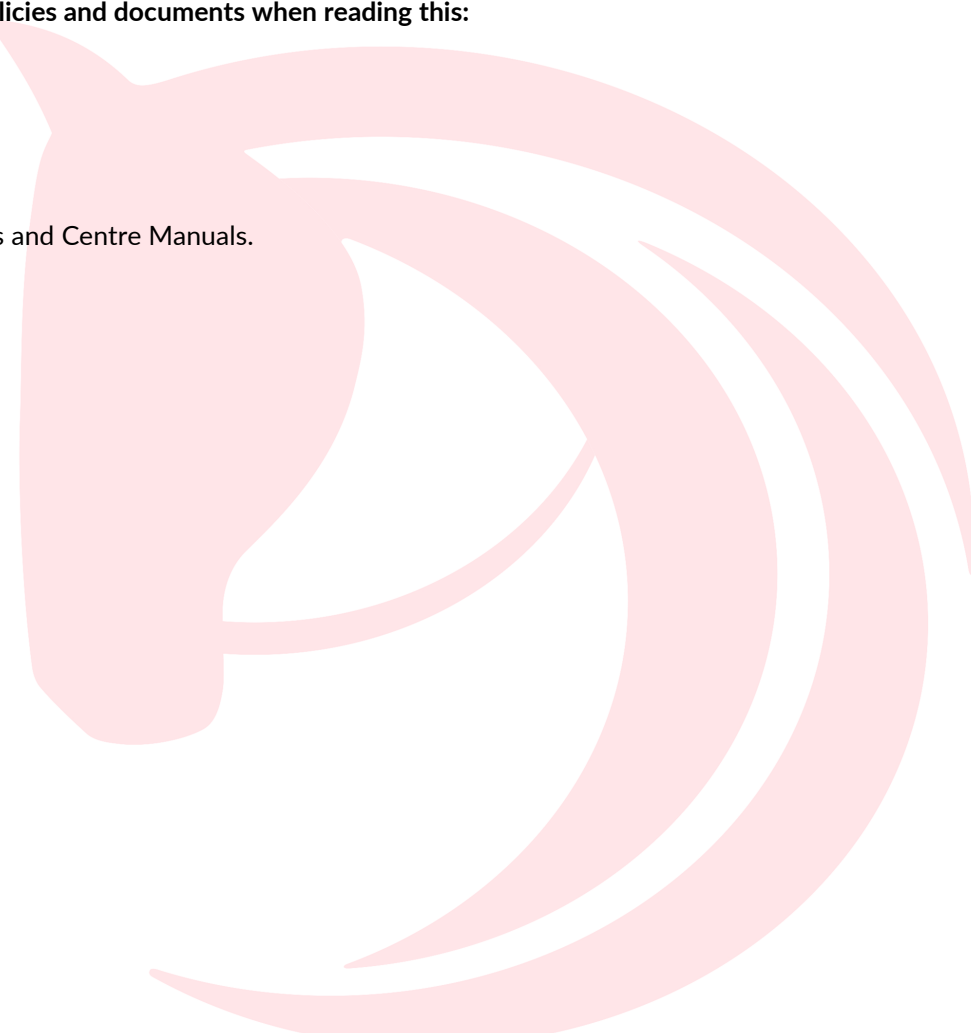
## Contact details for BHSQ:

**Address:** BHS Qualifications  
Abbey Park  
Stareton  
Kenilworth  
Warwickshire  
CV8 2XZ

**Telephone:** 02476 840544

**Email:** [enquiries@bhsq.co.uk](mailto:enquiries@bhsq.co.uk)

**Website:** [www.bhsq.co.uk](http://www.bhsq.co.uk)



## Commitment to Equality, Diversity and Inclusion

BHSQ has a commitment to equality, diversity and inclusion. This is about:

- Recognising and valuing differences.
- Creating an environment that recognises and values differences.
- Addressing inequality and disadvantage.
- Dealing effectively with discrimination.
- Treating others in a fair, open and honest manner.
- Recognising the right to be respected.
- Exploring opportunities to make reasonable adjustments and special considerations.
- Having a diverse workforce.
- Ensuring training, development and progression opportunities are accessible.
- Regularly reviewing policies, practices and procedures to ensure fairness.
- Encouraging and supporting others to be inclusive.

BHSQ has a duty under the Equality Act 2010 and will not tolerate less favourable treatment of the following protected characteristics:

- Age.
- Disability.
- Gender reassignment.
- Marriage and civil partnership.
- Pregnancy and maternity.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.

## Discrimination

Discrimination includes:

- (a) **Direct discrimination:** treating someone less favourably because of a protected characteristic. For example, rejecting a job applicant because of their religious views or their sexual preferences.
- (b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not justified.
- (c) **Harassment:** this includes sexual harassment and other unwanted conduct related to a protected characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- (d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- (e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## Examples of discrimination

- An assessor failing a learner because of their sexuality rather than their ability to meet the requirements of the qualification specification.
- A BHSQ Approved Centre does not apply reasonable adjustments accurately preventing the learner from becoming qualified.
- An external verifier blocking certification for a BHSQ Approved Centre because they think the owner is too old to operate.
- An assessor behaving inappropriately with a learner and thinking it is acceptable because of their sex and age.
- A BHSQ employee not appointing an external verifier because they are a different religion and have different beliefs to theirs.

Anyone representing BHSQ must not discriminate at any time including at social events.

## What to do if discrimination occurs

BHSQ want to know if anyone feels they are being discriminated. It will use this information to improve. There are two ways of reporting discrimination.

1. By using the Complaints Policy.
2. By using the Whistleblowing Policy. This may be used if confidentiality is a consideration.

The process for reporting is clearly stated in both policies.

## Monitoring and review

This document and its content will be reviewed on a three year cycle, or earlier should it be needed to ensure it remains fit for purpose.

**Date for review:** March 2028

## Document history

Version	Revision date	Reason
5	4 March 2025	Updating to provide greater clarity Using the Complaints and Whistleblowing Policies for reporting discrimination

*Please note: This document is uncontrolled once printed. Please check with BHSQ for the most up to date version.*

The British Horse Society Qualifications Limited is a company registered in England and Wales and trades as BHS Qualifications (BHSQ).