



Best Foot Forward - Equality and Diversity Policy

Author: Andrew Russell

Approved By: Bethany Russell

Date Approved: October 2025

Assigned Review Period: 1 Year

Next Review Due: October 2026

Purpose

To promote equality, diversity and inclusion across all areas of Best Foot Forward's work, ensuring that every employee, freelancer and partner is treated with fairness, dignity and respect, and that no individual is discriminated against on any grounds protected by law.

Policy Statement

Best Foot Forward recognises that diversity and inclusion help to support creativity and innovation: they are an essential ingredient in a successful tutoring and mentoring company. We are committed to encouraging diversity and inclusion and ensuring there is no discrimination in our company. We want our workforce to be truly representative of all sections of society. We want our company to be one in which every employee and freelancer feels respected and able to give their best.

To that end, this policy provides a framework of equality and fairness for all in our employment. It expresses our commitment not to discriminate on the grounds of age, disability, gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, religion or belief, or sexual orientation. This policy applies to employed and freelance staff and to people working in collaboration with Best Foot Forward.

All freelancers and employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, whether as a member of staff or on a freelance basis, will be on the basis of aptitude and ability. Access to opportunities for promotion, training or any other benefit will also be on the basis of aptitude and ability. All employees will be encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the creativity and success of the company.

- We will:
- Actively seek to increase the number of people we work with who are from under-represented groups or communities.
- Review all formal and informal employment and hiring practices to ensure fairness and transparency.
- Identify and take opportunities to increase the diversity of hiring decisions.
- Ensure reasonable adjustments are made to enable disabled people to work in or with our company.
- Actively seek to increase the diversity of our recruitment networks.

Bethany Russell 07394 950803
beth@bestfootforward.org.uk

Andrew Russell 07538 719783
andrew@bestfootforward.org.uk

Website: www.bestfootforward.org.uk
Contact: admin@bestfootforward.org.uk

- Create an environment in which individual differences and contributions are recognised and valued.
- Ensure every employee and freelancer is able to work in an environment that promotes dignity and respect for all.
- Ensure training, development and progression opportunities are available to all staff.
- Monitor and review the success of this policy annually and take action to improve outcomes.

This policy is fully supported by the senior management of the company. Breaches of the policy may be regarded as misconduct and could lead to disciplinary proceedings.