



## **Equal Opportunities Policy and Procedure**

**March 2007**

## **1. Introduction**

Red Lemon Training Concepts Equal Opportunity policy is based upon our core principle of ensuring that we will work in partnership with our clients to ensure that equal and appropriate access to our menu of training solutions is available to all.

## **2. Equal Opportunity commitment**

Red Lemon Training Concepts endeavour to ensure that :-

- Suitable support packages are identified and implemented as part of the induction process
- Access to learning / guidance materials are available in the most identified suitable format
- Venue / training access is appropriate
- All clients are made aware of how to access the relevant policies and protocols in the event of an alleged discriminatory act
- Red Lemon Training Concepts operate within all current legal legislation and are willing to signpost to the relevant sources of documentation

All of the above will be managed, monitored and reviewed by the three Directors of Red Lemon Training Concepts.

## **3. Equal Opportunities Appeals Procedure**

In the event of an Equal Opportunity concern, the Red Lemon Representative on site must be informed and the most appropriate action will be taken. If this course of action is deemed inappropriate by the client, Red Lemon Training Concepts Appeals procedure must be implemented.

Signed:

Date:

Director: