



Write-Trak Limited

Equality, Diversity, and Inclusion (EDI) policy.

2026

1. Commitment to Equality and Inclusion

Write-Trak Limited is committed to fostering an environment that promotes equality of opportunity and fairness in all aspects of our services, especially as we serve excluded children in education.

Our commitment goes beyond legislative compliance; we actively challenge any form of unwarranted and unlawful discrimination. We ensure that our practices reflect current legislation and the best practices within the education sector.

We strive to remain aware of the distinctions between diversity, equality, and equity, recognising that differences can lead to barriers, bias, and oppression. We are committed to working inclusively, with an awareness of trauma-informed practices, and continually reflecting on and challenging our own assumptions.

2. Compliance with the Equality Act 2010

Our operations are aligned with the primary aims of the General Equality Duty under the Equality Act 2010, which are to:

- Eliminate unlawful discrimination, harassment, and victimisation based on protected characteristics.
- Advance equality of opportunity for all individuals.
- Foster good relations between diverse communities.

3. Protected Characteristics

The Directors of Write-Trak Limited ensure that our organisation operates with inclusivity and equity at its core. No current or potential employee, volunteer, or client, including the children we support, will be discriminated against based on any of the following protected characteristics as defined by the Equality Act 2010:

- Age
- Disability and/or medical conditions
- Marital status (including civil partnership)
- Race, language, ethnic or national origins
- Religion or belief
- Gender
- Sexual orientation
- Gender reassignment
- Pregnancy or maternity

We recognise that discrimination can occur beyond these categories and are committed to fostering an environment that actively combats all forms of discrimination.

4. Information and Training

All new employees and volunteers will receive training on their individual equality and diversity responsibilities during their induction. This training will cover current legal requirements, best practices, and the practical implications of the Company's Equality, Diversity, and Inclusion Policy. Copies of this policy will be readily available to all employees and volunteers throughout their time with the organisation. Any updates on equality and diversity issues will be promptly communicated via email to each employee and tutor.

5. Assessment of Impact of Policies and Processes

Write-Trak Limited will conduct regular assessments of the impact of its policies and processes. These assessments will evaluate both positive and negative impacts on individuals with protected characteristics and other vulnerable groups, including the children we serve. These assessments will be conducted transparently and fairly, ensuring that our policies promote inclusivity and equity.

6. Reasonable Adjustments

The Directors of Write-Trak Limited will continuously monitor individual needs under the Equality Act 2010 and make reasonable adjustments as necessary. This ensures that the General Equality Duty is upheld and that all individuals, including our students, are supported in achieving their full potential. Adjustments may be temporary or permanent, tailored to the specific needs of the individual.

7. Individual Responsibility

Every employee and volunteer at Write-Trak Limited is responsible for applying the Company's Equality, Diversity, and Inclusion Policy in their daily work, particularly in interactions with our students. Specific responsibilities lie with the Directors, who lead by example in promoting equality and diversity. All staff and volunteers are expected to challenge and report any instances of bullying, harassment, discrimination, or other unacceptable behaviours. They are also encouraged to seek advice and support as needed to address any equality and diversity issues.

8. Monitoring and Review

While we currently do not collect data on religion or sexual orientation due to its personal nature, this Equality, Diversity, and Inclusion Policy will be subject to an annual review. Amendments will be made as necessary to ensure the policy remains relevant, up to date, and reflective of current best practices.

9. Disciplinary Procedures

We expect all staff, associates, and volunteers to adhere to the principles and objectives of this policy in all interactions with the company, its staff, associates, customers, and the general public. Failure to comply with this policy will be treated as a serious disciplinary matter.

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