

Equality, Diversity and Inclusion (EDI) Policy

Date: 10 June 2026

Last amended by: Tim Johnson

The Board of Directors of ThinkSpace Education Ltd (TSE) agreed the Governance Framework (4th Edition 2023-24) in July 2023, which includes the terms and references of the Board of Directors. The terms require the Board to promote a culture which supports equality, diversity and inclusivity throughout TSE.

1 Terms

- 1.1 Reference to "staff" includes all permanent PAYE employees, freelance and contract employees, whether full or part-time, fixed term contract, permanent or casual employees.
- 1.2 Reference to "students" includes all students currently studying, applicants, offer holders and those on intermission.

2 Purpose

- 2.1 The purpose of this policy is to:
 - (a) Provide equality, fairness and respect for all staff and students.
 - (b) Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race (including colour, nationality and ethnic or national origin); religion or belief; sex; and sexual orientation.
 - (c) Oppose and avoid all forms of unlawful discrimination including in: pay and benefits; terms and conditions of contract (student and employment); dealing with grievances and discipline; staff dismissal; redundancy; leave for parents; student course changes; selection for employment, training and other developmental opportunities; and admission of students.

3 TSE's Commitments

- 3.1 TSE commits to:
 - (a) Encouraging equality, diversity and inclusion (EDI) at all times as they are good practice, fair and make business sense.
 - (b) Creating a working environment for staff free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and other staff about their rights and responsibilities under the EDI policy.
 - (c) Creating a supportive learning environment for students free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all students are recognised and valued.
 - (d) Taking seriously and confidentially any complaints of bullying, harassment, victimisation and any unlawful discrimination by staff, students and the public. Such acts will be dealt with under the relevant TSE Bullying and Harassment Policy (Staff or Students), the Student Complaints Policy and the Student Contract. Depending on the severity of the conduct, outcomes may include

formal warnings, suspension, or termination of the student contract or employment in accordance with the relevant procedure.

- (e) Making decisions concerning staff based solely on merit and decisions concerning students based solely on academic ability.
- (f) Reviewing employment practices and student policies when necessary to ensure fairness, and updating them and the EDI policy to take account of changes in the law.
- (g) Monitoring the make-up of the workforce and the student body including but not limited to age, sex, ethnic background, sexual orientation, religion or belief, and disability. Monitoring will include assessing how the EDI policy is working in practice at least once per annum and taking appropriate action to address any issues. The outcomes of EDI monitoring will be reported to the Academic Board on an annual basis. This monitoring also supports TSE's statutory reporting obligations, including returns to the Higher Education Statistics Agency (HESA), and TSE's obligations as a provider registered with the Office for Students (OfS).
- (h) Recognising that as an online provider, interactions between staff and students take place primarily through digital platforms including the VLE, Discord, live webinars and one-to-one tutorials. The commitments set out in this policy apply equally to all online interactions and communications. Discriminatory, harassing or exclusionary behaviour in any digital space is treated with the same seriousness as equivalent behaviour in a physical setting.

4 Raising Concerns

- 4.1 Staff are encouraged to raise any concerns immediately about any form of bullying, harassment or any form of unlawful discrimination that they may have experienced. Permanent and contract staff should follow the grievance procedure set out in their contracts. Those who are not contracted should raise their concerns with their line manager, or if that is not appropriate, the Director or Chair of the Board of Directors.
- 4.2 Students should raise any concerns immediately about any form of bullying, harassment or any form of unlawful discrimination that they may have experienced. Students should follow the procedures set out in the Student Complaints Policy.

5 Related Policies and Frameworks

- 5.1 TSE's programmes are validated by Arts University Bournemouth (AUB), which maintains its own equality, diversity and inclusion commitments. This policy operates in parallel with AUB's, and nothing in this policy reduces the protections available to TSE students under AUB's policies.
- 5.2 This policy operates alongside the TSE Freedom of Speech Code of Practice. Upholding equality, diversity and inclusion does not restrict lawful freedom of speech, and the Code of Practice sets out how TSE balances these duties.
- 5.3 Related TSE documents: the Bullying and Harassment Policies (Staff and Students), the Student Complaints Policy, the Student Code of Conduct and the Sexual Assault and Misconduct Policy, all available at <https://thinkspace.ac.uk/about/policies/>.