

# Equality and Diversity UK Ltd

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## Our Services and Charges

Our clients come from the private, public and voluntary sector and include large and small organisations. All training, delivery, consultancy and resources are individually negotiated and tailored to meet your specific needs. They are delivered within the most up to date national context and the specific auditing frameworks and standards relevant to you and your organisation.

## Services we provide

EDUK provides a bespoke service that is designed for the specific needs of your organisation. This can include EDI training; train the trainer, needs analysis; unconscious bias, race, faith, culture, disability competence, benchmarking and auditing; policy development and implementation: impact assessment and action planning is a key feature of our services.

## Design and production of information and training materials

We have produced resources for a wide range of local, regional, and national organisations, all tailor-made to match and fit clients' needs e.g. Police, Local Authorities, Colleges, NHS and SMEs. Training meets the needs of staff at all levels.

## The effects of EDI on employers

The Equality legislation applies to all companies regardless of size. It makes sense to ensure that you have the right policies, processes, procedures and practices in place. With more people being aware of their rights in the workplace, more employees are speaking up and challenging their employers' behaviours such as discrimination, harassment and victimisation. The number of tribunals being brought against small companies is rising and this also applies to voluntary sector organisations and social enterprises.

## Health and safety and equality and diversity

Under the law employers are responsible for health and safety management. It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this

## What are our charges?

### Training: Face to face and Online (Zoom/Teams)

Full day (normally 10 am to 3.30 pm):	£895.00
Half day (normally 2½ hours):	£595.00

Combined Course 3 hour session (EDI and Unconscious Bias)	£695.00
Combined Course (two 3 hour sessions in one day)	£995.00

**Note:** Half day rates are not available for face-to-face sessions where travel time is over 1 hour

**For evening and weekend sessions,** the following rates apply.

Full day:	£995.00
Half day:	£695.00

**For overseas face to face sessions,** the following rates apply.

Full day:	£995.00
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**Note:** Half day rates are not available for overseas face to face sessions.

**All travel costs are in addition**

## Additional Charges for Face-to-Face Training

### Travel and subsistence.

Rail Travel: Standard rail fare

Taxi Fares: Between home/train station/venue/hotel.

Car Mileage charge: 50p per mile

### Extended Travel Time Rate.

When the trainer's journey is over 2½ hours each way, the training rate will be £1490 (equivalent to a full day plus a half day)

### Overnight accommodation

Where overnight accommodation is required, Extended Travel Time Rate will apply, along with hotel cost plus £30 subsistence charge.

## Maximum delegate numbers:

### Online Training (Zoom/Teams)

We recommend a maximum of 10 delegates per session. We can take up to 15 if required.

When there are more than 15 delegates, we can provide and charge for an additional Trainer

### Face to Face Training

Maximum 20 delegates per session

Delegates in excess of 20 charged at £15 per delegate. Maximum of 25 delegates with one Trainer

## **Cancellation and Postponement**

**Cancellations** notified more than four weeks in advance of the training date will incur no charges.

In the event of cancellation by the Client less than 4 weeks before the event, the following fees apply:

3-4 weeks' notice	25% of fee
2-3 weeks' notice	50% of fee
1-2 weeks' notice	75% of fee
Less than a week's notice	100% of fee

In the event of cancellation by the Client, if travel and/or subsistence costs have already been paid by EDUK, the client is responsible for these costs.

In the event of Postponement by the Client, the following fees will apply:

- 2 weeks' notice or more                      no fee
- 1-2 weeks' notice                                50% of fee
- Less than 1 weeks' notice                    100% of fee

**Postponements** are defined as the service will be rearranged for a new date. The new date must be identified within 10 working days of the notice to postpone, or the Postponement will be treated as a cancellation. The new training date must be within 4 months of the cancelled date.

If dates are postponed more than 2 times by the customer, EDUK reserves the right to treat the Postponement as a Cancellation.

## **Invoicing**

Open Courses and E-learning courses are invoiced and to be paid in advance

In House Courses delivered face to face and via Zoom/Teams are invoiced after the event.

Payment for in-house courses must be received within 30 days of invoice date.

Invoices not paid within 30 days of the invoice date will be subject to a 10% Late Payment Charge

## **Printing**

We do not print course materials. We prepare and produce all course materials and email these to you to print or send to the delegates. This enables us to keep our costs competitive and saves the trainer having to transport heavy packs to the training venue or incurring postage charges.

## **VAT**

We are exempt from VAT so there is no additional VAT charge

## **Certificates**

Full completion of the post course questionnaire (Feedback Form) will evidence that learning has taken place. Certificates will be provided only for delegates that fully complete the Feedback Form.

We can provide a Confirmation of Attendance for delegates that do not complete the Feedback.

## **Consultancy/Support**

### **General consultancy**

If you feel your organisation could improve when it comes to equality, diversity and inclusion or would simply like to gain a greater understanding of your responsibilities, we can help.

We have over 16 years' experience in delivering equality and diversity, as well as developing EDI publications, research and experience. All of which means we can give you honest, practical, advice that not only develops your understanding of your legal requirements, but also helps you retain and attract talented staff from all areas of society.

### **Audits**

Aside from helping you meet public procurement requirements, an external equality, diversity and inclusion audit gives you an objective snapshot of your organisation. You will find out what is happening at all levels, from the Board to the staff/management, and you will gain a comprehensive report on the working environment you foster and any strongly-held views or good and developing practice that exist.

We carry out audits through surveys monkey, face-to-face meetings or focus groups – and will work with you to choose the best solution. The results often raise eyebrows, because protected groups/individuals who are confident that their responses will be kept confidential speak more freely and give you a more accurate assessment of their experiences of EDI in your organisation.

### **Coaching**

One-to-one coaching can help team members, managers and leaders develop a greater understanding of their roles and relationships at work. These sessions give individuals a chance to progress at their own pace and explore relevant topics more deeply.

Personal coaching also allows us to build the course around specific aims and outcomes. Successful examples include tailoring towards particular audiences, for example women who want to progress in management.

### **Diversity strategy**

A comprehensive diversity strategy gives you a route to success; a working model from which to test progress and assess performance. We combine robust methodology with our knowledge and expertise to develop strategies that are in step with your work – that reflects your size, sector, staff and goals.

For example, if you wanted to welcome more diverse staff into your organisation, we can help you promote your opportunities and tweak your recruitment processes accordingly.

## Community and staff engagement

Engagement is a crucial element of any successful equality and diversity strategy. And not just between employer and employee. Good relations with the communities affected by your work will also enhance your ability to deliver.

We can help you improve the way your organisation engages with people, from the way you communicate and avenues you choose, to your practices, processes, procedures and policies

## Exit interviews

Exit (or leaving) interviews give your outgoing employees the opportunity to describe their experiences and reveal their motivations for moving on to pastures new.

However, it is often difficult to get a 'warts and all' assessment as interviewees worry that forthright opinions may lead to bad references. By asking us to hold these interviews as an external party, you will get a far more accurate view of your company – and information that can play a crucial role in improving EDI practices.

## Individual support

Our background in the industry makes us exceptional mentors. We have helped hundreds of people achieve their ambitions, from all sections of society and at all levels of experience. Because many people have to support themselves through this, we now offer special packages.

**Individual Coaching** will focus on whichever area of EDI you want. It is an opportunity to get advice and support from a professional with years of EDI experience someone with no agenda who aims to develop staff and managers in the area of EDI.

## Interview support

Jobs are often offered to people that interviewers build a strong rapport with, rather than those with the right skills. Our interview support service delivers objectivity. It can protect you from discrimination claims and promote equality, diversity and inclusion internally. It gives interviewers more confidence and makes them aware of their unconscious bias. You also get the best candidate for the job.

<b>Consultancy/Support Charges:</b>	Half Day	Full Day
Daily rate for desk work/review/writing and development:	£495	£695
Consultancy Meetings (via Zoom):	£595	£895
Consultancy Meetings (on-site): travel costs in addition	N/A	£895