

telc  
Equality & Diversity Policy  
July 2017

## Equality & Diversity Policy

### Background

Equality and diversity are part of telc's core principles. We strive to create an environment of inclusivity, for all who work for us and with us, irrespective of their gender, race, disability, age, nationality, sexual orientation, religion or belief, marital status and social class. The principles of equality and diversity are reflected not only in our workplace, but also in our qualifications and other services. telc is committed to eliminating all forms of unlawful and unfair discrimination, and to providing equality of opportunity for examination candidates, in accordance with current legislation in Germany (*Allgemeine Gleichbehandlungsgesetz*) and the UK (*Equality Act 2010*).

### Our commitment to Staff and Candidates

**Staff:** The aim is for telc's workforce to be representative of all sections of society, and for our employees to feel respected and able to give their best. We oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

**Candidates:** The organisation, in providing educational services, is also committed to ensuring our candidates and other stakeholders are not discriminated against in any way. This means all candidates have an equal opportunity to access our examinations and services. This includes our promise to ensure fairness when providing access arrangements (see document *Facilitating Access Arrangements*).

We also endeavour to ensure that, with the cooperation of a large, diverse team of writers and editors, telc examinations reflect our candidates' diversity of experiences.

**telc worldwide:** telc is active in 24 countries both in the EU and globally. We take extreme care to ensure that our examination centres worldwide are compliant with national and EU regulations.

In most cases adherence to national laws can be found on their websites, (e.g., [www.mkcollege.ac.uk/about-mk-college/transforming-lives-through-learning/policies-and-procedures](http://www.mkcollege.ac.uk/about-mk-college/transforming-lives-through-learning/policies-and-procedures))

## telc has pledged to

- encourage equality and diversity in the workplace
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all
- ensure that all employees are aware of their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. This is done at telc headquarters through annual presentations, which are mandatory for all telc employees. We monitor our test centres through the inspection process.
- present opportunities for career training, development and progression to all staff.
- regularly review employment practices and procedures to ensure fairness, and also update them and the policy when changes to the law are made.
- cooperate with the network of examination centres who administer our language exams to ensure all duties set out in local equalities legislation are fulfilled .
- respond appropriately to any complaints of bullying, harassment, and unlawful discrimination made by employees or any of our stakeholders.
- review data relating to candidate achievement on a continual basis, in order to detect and deal with accidental bias.
- ensure that the access arrangements provided to our candidates in no way disadvantage them or their fellow candidates.

The equality and diversity policy is fully supported by telc senior management.

All our procedures and policies, such as our Guidelines for access arrangements and our Complaints policy can be found on our website [www.telc.net](http://www.telc.net)