



IPED UK

Institute for Professional and Executive Development
United Kingdom

Equality and Diversity Policy

Introduction

IPED is committed to the creation and maintenance of a positive and inclusive culture based on respect for individual differences, values of dignity and courtesy. The organization is committed to meeting its legal and moral obligations of eliminating all forms of discrimination and promoting equality on the grounds of age, disability, race (including ethnic or national origin, colour or nationality), religion or belief (including lack of belief), sex and sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership.

It is our objective to build and foster an environment where the diversity of individuals are understood and appreciated; allowing everyone to achieve his/her full potential. Diversity is significantly valued by the organization and IPED recognises the contribution that a diverse range of backgrounds, experiences, views, beliefs and culture brings to the organization. The organization embraces diversity in all its activities and proudly acknowledges that variety and difference are intrinsic to the wellbeing and future development of the organization.

Objectives of the policy

The aim of this policy is to ensure the

- Elimination of discrimination, harassment and victimisation in the development, delivery and award of IPED qualifications
- Advancement of equality of opportunity, across all the activities of the organization
- Fostering of good relations between people of a diverse background.

Responsibilities of the organization in achieving these objectives

It is a collective responsibility of senior management and staff of IPED to:

- Develop and promote a culture of equality and diversity throughout the organization
- Develop and promote a culture of dignity, courtesy and respect
- Provide staff and users of IPED qualifications with relevant support relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation.
- Work to prevent all forms of unlawful discrimination
- Deal with all forms of discrimination consistently and effectively

- Ensure that the Equality and Diversity policy influences and informs the culture of the organization

Scope of the policy

This policy applies to all existing and potential users of IPED qualifications and services (including learners and centres), all staff employed by IPED, contractors and subcontractors working under any provision made by IPED, consultants and members of the organization.

The policy in relation to staff

Recruitment and selection

The policy and the practice of the organization requires that all staff are given equal opportunities within employment, and that entry into employment with the organization and the progression within employment will be determined only by person merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. The ability of an individual to perform the job effectively, safely and fairly will form the primary basis for consideration. IPED will not discriminate against any applicant who is applying for a post. This relates to the job specification, the design of the application form, the selection process and the terms of employment which are offered. Recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates. Shortlisting, appointment and rejection decisions will be transparent and justifiable, and will be supported by written comments

The organization is committed to ensuring that there is a fair and consistent procedure which is free from discrimination, based on objective assessments of staff competence and the needs of the organization.

Staff development

It will be ensured that the processes used to determine access to staff development and training are free from discrimination at every stage. All staff will have equal access to induction, personal and career development opportunities and facilities

Grading and promotion

All grading and promotions criteria and procedures will be free from prejudice and will be applied equitably and consistently.

Discipline and grievance

Disciplinary and grievance procedures will be applied fairly and transparently for all staff. Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

Management of performance

Performance measurement and appraisal procedures will be applied fairly and transparently for all staff.

Role of staff

Staff have a responsibility to:

- Actively encourage non-discriminatory practices
- Support the aims of IPED Equality and Diversity Policy
- Undertake appropriate equality and diversity training

The policy in relation to learners

IPED is committed to making its qualifications accessible to all learners whatever their background. This commitment must be upheld and supported by all centres and/or any one involved in the development and delivery of IPED qualifications. All information contained in the organization's website and other publications will seek to promote equality and diversity.

Assessment

There will be clear, consistent and transparent criteria for learner assessments. Assessments will take place on equal opportunities basis.

Sanctions and complaints

Sanctions and complaints procedures will be applied fairly and transparently for all learners.

Role of learners

Learners have a responsibility to:

- Actively encourage non-discriminatory practices
- Support the aims of IPED Equality and Diversity Policy
- Be aware of equality and diversity issues

Policy in relation to IPED Executive Committee

The Executive Committee has the ultimate responsibility of ensuring that the organization's Equality and Diversity Policy is fit for purpose and that it is being effectively implemented.

The General Manager is responsible for ensuring that the Equality and Diversity policy is implemented on a day-to-day basis and is revised appropriately. Where the General Manager is unavailable this responsibility will be delegated by the Executive Committee to an appropriate senior officer.

Responsibilities of the Executive Committee

- To hold ultimate accountability for the Equality and Diversity Policy
- To integrate equality and diversity considerations into corporate planning
- To ensure consistency of this policy with other policies and initiatives
- To provide leadership in the operation and implementation of the Equality and Diversity policy
- To collect and review data relevant to diversity and equality matters relating to staff and users of IPED qualifications on a regular basis and make changes to policies and procedures as appropriate
- To devise and make policies, procedure and action plans to ensure that all legislative requirements are met and best practice adopted
- To ensure that selection and appointment procedures, performance management processes, staff development opportunities, disciplinary and grievance procedures are fairly and consistently applied to all staff
- To investigate all matters of alleged discrimination, harassment and inappropriate behaviour promptly and thoroughly
- To provide appropriate equality and diversity awareness and training for all staff

Policy in relation to centres

An approved centre must publish and make readily available to learners, staff and visitors an Equality and Diversity policy that is up to date and fit for purpose. Centre must have adequate procedures in place to ensure that the policy is being implemented effectively.

Training

Equality and diversity awareness raising and training will be mandatory for all staff. Information will be provided to all users of IPED qualifications in order to raise awareness of equality and diversity and the contents of this policy.

Communication

This policy will normally be available on the organization's website (www.iped-uk.com). It may also be requested for by emailing info@ipeduk.com.

Monitoring

Information will be gathered on a regular basis to monitor equality across all aspects of the organization's activities/processes and will be used to inform future decisions and practices.

Confidentiality

Any information disclosed to the organization in relation to equality and diversity issues will be kept strictly confidential in accordance with Data Protection regulations.

Breach of policy

Any breach of this policy will be subject to the Disciplinary or Sanctions policy of the organization.

Revision

This policy shall be reviewed annually by the Executive Committee. However a review may be done anytime by the Executive Committee as and when required in line with regulatory and/or legal requirements.

Legislative Background

Under Equality legislation it is unlawful to:

- Discriminate directly against anyone and treat him/her less favourably than others on the grounds of the protected characteristics of: age (unless this can be justified as a proportionate means of achieving a legitimate aim), disability, gender reassignment, marriage and civil partnership, race, religion and belief (including lack of belief), sex and sexual orientation. This also includes discrimination based on perception of the person e.g. a belief that someone is gay or a belief that someone is disabled even if this is not actually true.
- Discriminate against someone for reasons relating to their association with a person on the grounds of the protected characteristics of race, sexual orientation, religion or belief, age, disability, gender reassignment, sex and e.g. discriminating against an employee/student because they have a disabled dependant.
- Discriminate indirectly against anyone by applying a criterion, provision or practice which disadvantages people with a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, race, religion and belief (including lack of belief), sex and sexual orientation) unless the person applying the provision can justify it as a proportionate means of achieving a legitimate aim.
- Subject someone to harassment for reasons relating to age, disability, gender reassignment, race, religion and belief (including lack of belief), sex and sexual orientation. This includes behaviour that an individual finds offensive on these grounds even if the behaviour is not directed at the individual. It also includes failure of an employer to take reasonable steps to protect an employee from persistent (3 occasions or more) third party harassment¹.
- Victimise someone because s/he has made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination in line with the Equality Act.

Definitions:

Equal opportunities: refers to the elimination of unlawful and unfair direct and indirect discrimination of particular groups and promoting equal access, treatment and outcomes that take into account specific needs of individuals.

Diversity: encompasses visible and non-visible individual differences that includes, but is not limited to, differences protected by anti-discrimination legislation. Appreciating diversity is about valuing differences and recognising that everyone through their unique mixture of skills and experience has their own valuable contribution to make.