

EQUALITY, DIVERSITY AND INCLUSION POLICY (V3.0)

A. INTRODUCTION

ISEP is committed to encouraging equality, diversity and inclusion among our workforce and eliminating unlawful discrimination.

We believe passionately that employing a diverse workforce is central to our success and we value the differences that a diverse workforce brings. We believe that it is in ISEP's best interest and that of all those who work for us is to ensure that the working environment is fair and inclusive and encourages all employees to fulfil their potential, based on performance and ability.

The organisation - in providing goods and/or member services and/or facilities - is also committed against unlawful discrimination of our members or the public.

This policy is non contractual and sets out the approach ISEP will normally follow, although we reserve the right, at our discretion, to vary, replace or terminate the policy at any stage.

B. SCOPE OF THIS POLICY

The policy applies to all of our employees, managers, directors, regardless of seniority, it also extends to workers, agents or contractors working on our behalf and those who apply for a position with the organisation.

C. AIMS OF THIS POLICY

The aim is for our workforce to be truly representative of all sections of society and our members, and for each employee to feel respected and able to give their best.

ISEP aims to provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

We are committed to ensuring that we do not unlawfully discriminate. The Equality Act 2010 defines 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 (gender) and sexual orientation.

ISEP 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.

D. LEGAL CONSIDERATIONS

The following legislation and regulations apply to this policy:

- The Equality Act 2010
- The Human Rights Act 1998
- The Rehabilitation of Offenders Act 1974
- Any Codes of Practice issued by the Equality and Human Rights Commission

E. THE PREVENTATIVE DUTY

ISEP is committed to reviewing its employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law. We recognise the benefits of employing individuals from a range of backgrounds and aspire to have a workforce that is representative of the community that we work in. ISEP will monitor the make-up of the workforce regarding information such as age, gender, gender reassignment, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how this policy, and any supporting action plan, is working in practice, reviewing it annually, and considering and taking action to address any issues.

F. TRAINING AND DEVELOPMENT

ISEP is committed to reviewing its employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law. We recognise the benefits of employing individuals from a range of backgrounds and aspire to have a workforce that is representative of the community that we work in. ISEP will monitor the make-up of the workforce regarding information such as age, gender, gender reassignment, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how this policy, and any supporting action plan, is working in practice, reviewing it annually, and considering and taking action to address any issues.

G. RESPONSIBILITIES

The SLT fully support this policy statement but all employees are responsible for playing their part in achieving its objectives.

You should not discriminate against, harass or victimise another colleague, job applicant, member, customer, stakeholder, supplier, any third party or any member of the public on the grounds of any of the protected characteristics listed further above.

All staff should understand they, as well as ISEP, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, job applicants, customers, suppliers and the public. Not complying with these requirements could lead to legal implications for the individual and the Organisation and may also lead to disciplinary action, including dismissal as a possible outcome.

H. RETIREMENT

ISEP has no fixed retirement age and anyone who wishes to work beyond the State Pension Age may choose to do so.

I. RELATED POLICIES

ISEP also have the following related policies and documents:

- Anti-Bullying and Harassment Policy
- Recruitment and Selection Policy
- Equality and Diversity Monitoring Form

J. UPDATES

Any changes or amendments to this policy will be communicated to all staff.

DOCUMENT HISTORY

VERSION	DATE	REASON FOR CHANGE
1.0		Original version
2.0	November 2021	New Template with Version Control and Document History Added. Inclusion and reference to job applicants added. Created Equality and Diversity Monitoring Form for job applicants. 'Inclusion' added to the name and content of this policy – previously the policy only included Equality and Diversity
3.0	July 2025	New ISEP template