	POL-IPS-012	Rev: 4.0	Valid until: 30/06/2024
	<h1>Equality and Diversity Policy</h1>		
Author or latest reviewer name	Mary Holmes	Date: 13/04/2023	
Authoriser name	QSIM	Date: 27/04/2023	

IPS International Ltd is committed to being an organisation that is pro-diversity and anti-discriminatory where everyone's diversity is valued and appreciated. IPS aims to comply with the Equality Act 2010 and similar related legislation that protects people from discrimination, harassment and disadvantage in the workplace and in wider society.

This policy provides guidance to enable all who work with or for IPS to comply with anti-discrimination legislation, provide equality of opportunity for all and encourage diversity.

IPS will regularly review the strategy and implementation of its Equality and Diversity Policy. Where evidence is found of ineffectiveness or noncompliance, or shortcomings related to society expectations immediate remedial action will be taken to ensure implementation.

Diversity

IPS will actively encourage equality and diversity for all to maximise achievement and good practice and to bring benefit to individuals and communities. IPS encourages all people it works with and those it works for, to contribute to an environment in which people feel comfortable expressing how they feel and what they need, knowing they will be treated with respect and that their contribution will be valued.

The way we work, will reflect the spirit and intentions of legislation that outlaws discrimination and promotes equality and diversity. We will make reasonable adjustments to working practices, equipment, premises and offer, where appropriate, additional support to staff, learners and other service users/providers to ensure they are able to take a full and active part in our work to the best of their capabilities.

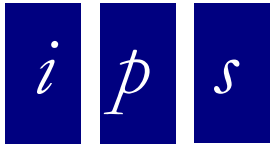
Equal Opportunities

IPS seeks to be an equal opportunities employer and provider of services. No job applicant, employee, learner or user of our services will receive less favourable treatment on the grounds of race, ethnic or national origin; sex; marital status or caring responsibility; sexual orientation; age; physical, sensory or learning disability; mental health; political or religious beliefs; class; employment status; unrelated criminal convictions or union activities, or during pregnancy or maternity or those within the LGBT community. This principle applies to recruitment, promotion, transfer, training, benefits, facilities, procedures and all terms and conditions of employment.

Aims and Objectives

The aims and objectives of the Equality and Diversity Policy are:

- To encourage, promote and celebrate diversity in all our activities and services.
- To ensure equal access to jobs and training opportunities.
- To create an environment free from harassment, bullying and discrimination.
- Through our training, publications, interaction with employees, learners, other users of our service and other activities, we will ensure compliance and overall fairness.

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- To promote equal opportunities in other areas not currently covered by legislation.
- Carry out Equality Impact Assessments on all relevant policies, procedures, projects and operational matters.
- To maximise the use of resources in the best interests of staff, learners and other service users.
- To confront and challenge discrimination where and whenever it arises.
- To make a willingness to accept and implement this policy to be a necessary qualification for any position in the Company.
- To ensure so far as is reasonably practicable, that all premises and services are accessible to all people.
- To ensure that employment and advancement within the organisation is determined by objective criteria and personal merit.
- To create an environment that all staff feel empowered to challenge inappropriate treatment of others.
- To ensure all staff and apprentices have training and support

Implementation


IPS recognises that policies on their own do not provide equality and we will seek to promote equality and diversity within the following framework of responsibilities.

Responsibility for implementing and developing the policy rests with the Directors and Section Managers. All who work with or for the IPS have an individual responsibility to adhere to the policy and ensure a personal involvement in its application and to co-operate actively to ensure that the equal and diverse workplace environment this policy sets out is a reality.

IPS expects individuals:

- to co-operate with measures introduced by us to ensure equality of opportunity, diversity and non-discrimination,
- not to harass, abuse or intimidate any employee, learner or any other person on any grounds,
- to be sufficiently confident to inform management if they suspect discrimination is taking place,
- IPS is committed to reviewing this policy on an annual basis. We will ensure that all those we work with and for, know our statements of policy.

IPS will work at all levels to improve the impact on learners positively in providing equality of opportunity and welcoming and achieving diversity.

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Health and Well Being

To ensure that IPS adheres to its legal obligation and social responsibilities, in relation to the health and wellbeing of its learners and staff.

IPS International is committed to improving the health and wellbeing of all learners and staff. The importance of providing a learning environment which promotes health, safety and wellbeing is enshrined in IPS values and strategic plan. We will promote opportunities for learners and staff to thrive and benefit from their learning or employment experience.


Learners and staff are encouraged to disclose any health conditions/difficulties or issues to IPS, either pre or post admission, to enable IPS to make reasonable adjustments to meet their needs and enhance their learning or employment experience. The information will be treated in such a way to ensure that IPS's guidelines on confidentiality are protected and maintained.

IPS is diverse and includes full and part time learners, in a range of work locations. IPS International is committed to improving best practice, throughout the organisation, and ensuring that the health and wellbeing of learners is embedded into the delivery of programmes, enrichment activities and general services. IPS will use a "Topic of the month" training theme to promote equality, diversity, safeguarding and physical and mental health wellbeing. This means that learners are encouraged to make wise and safe lifestyle choices where they can be physically, mentally, emotionally and sexually healthy, lead healthy lifestyles and choose not to misuse substances.

IPS has a diverse workforce and is committed to ensuring that we maintain a healthy and safe environment and support the physical and mental health and wellbeing of staff during their employment.

Monitoring Equal Opportunities and access for all

IPS remains committed to providing a service to all staff and customers, to ensure that equal access to employment, learning or other services is fair and equal. Therefore monitoring of recruitment, progression, success and achievements will be carried out across all staff, apprentice and learner groups. This will be reported on in the Annual SAR. Any disparity will result in an action plan being set and clear targets communicated to all involved

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The responsibility for implementing and developing the policy rests with the Directors and Senior Managers to create a work environment with a culture and ethos that naturally complies with and promotes this policy.

Our “topic of the month” training theme will be used to communicate and promote this policy to IPS staff and learners. We will also use our Team meetings and wider communication systems, including both websites and social media platforms.

This policy clearly states the intention to be compliant with the Equality Act 2010 which aims to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and those who do not;
- foster good relations between people who share a protected characteristic and those who do not.

To do this IPS will take positive steps to advance equality by, removing or minimising disadvantages suffered by people due to their protected characteristics; take steps to meet the needs of people from protected groups where these are different from the needs of other people; and encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

IPS will further aim to:

- Tackle prejudice where it is encountered and encourage good relations by promoting understanding between people from diverse groups.
- Meet the diverse needs of disabled people including taking steps to take account of their disabilities and seek to remove barriers limiting access to our work activities.