

	POL-IPS-012	Rev: 4.0	Valid until: 3 Jan 2021
	Equality and Diversity Policy with ESF annex		
Author or latest reviewer name	Don MacDonald/Mary Holmes	Date: 3 Jan 2019	
Authoriser name	QSIM	Date: 3 Jan 2019	

IPS International Ltd is committed to providing equality of opportunity and freedom from unlawful discrimination on the grounds of age, gender, sexual orientation, disability, race, religion or beliefs, gender reassignment, pregnancy and maternity status, marital or partnership status.

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. IPS encourages diversity and supports a policy of equal opportunities in all areas of IPS work, activities and responsibilities.

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.

British Values

IPS aims to comply with and promotes the Ofsted definition of British Values in education as democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

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. This principle applies to recruitment, promotion, transfer, training, benefits, facilities, procedures and all terms and conditions of employment.

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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.
- 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.

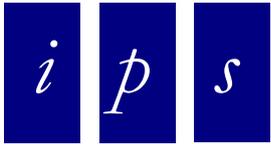
Implementation

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 Senior 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.

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

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. 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.

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ESF Equality and Diversity provision annex



European Union

European
Social Fund

Skills Support for the Workforce

This annexe further restates 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 and this annex extends this to compliance with the related Public-Sector Equality Duty and its aims:

- 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.

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ESF Equality and Diversity provision annex - Implementation / action plan

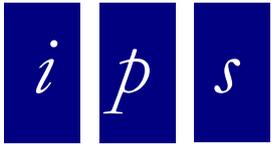


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Skills Support for the Workforce

Action	Implementation	Success Measure	Target Date
IPS Staff			
Equality and Diversity Training	ESF delivery staff to complete E&D short course	ESF delivery staff have an E&D qualification	End of Q1
Annual monitor and evaluation of staff characteristics	Contracts and Compliance Senior Manager to report to SMT	Staff characteristics reflect SELEP statistical data	End of Q1
E&D objectives embedded within staff PD Reviews	Section Manager to report to SMT	All PD reviews have E&D objective	Beginning of Q1
Promotion of E&D opportunities embedded within staff OTLA observations	Contracts and Compliance Senior Manager to report to SMT	ESF delivery staff have had an OTLA assessment	End of Q1
Learners			
Induction and reviews makes clear the rights and responsibilities of learners about E&D, Safeguarding and bullying and harassment	Senior Manager to ensure this is part of Induction	Learner journey and reviews record E&D, Safeguarding and bullying and harassment	Throughout programme
Learning activities promote the importance of good “working with others” relationships	Senior Manager to ensure this is part training activities	Learner reviews evaluate this as a behaviour characteristic	Throughout programme
Performance			
Data on customer recruitment, retention and achievement will be analysed and evaluated by demographic breakdown to consider parity between diverse groups	Contracts and Compliance Senior Manager to report to SMT	Learner characteristics reflect SELEP statistical data	End of programme

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Action	Implementation	Success Measure	Target Date
Evaluation of performance about starts	Contracts and Compliance Senior Manager to report to SMT	Learner starts characteristics reflect SELEP statistical data	When final learner is registered on programme
Project performance completion evaluation	Senior Manager to carry out a Self-Assessment Review	Programme SAR reflects contract requirements	End of programme
Communication			
Project and ESF E&D action plan to be communicated to staff involved in ESF programme implementation	At each IPS staff Team meeting throughout the life of the programme	Team meeting minutes reflect communication and management of the programme	
Subcontractors	Where subcontractors are used our Due Diligence and ongoing review will check for E&D compliance	Subcontractor is ESF E&D compliant	Subcontractors are not currently used on ESF delivery
Action Plan review			
ESF E&D - Action Plan review	This policy and action plan to be reviewed by QSIM and SMT prior to commencement of any ESF project or annually from policy date	Reviews are carried out Actions are being progressed and met	Annually from authorisation date or commencement of any new ESF programme