

Institute of Translation and Interpreting is a company limited by guarantee registered in England and Wales (02166933).

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# Equality, equity, diversity and inclusion commitment

| Document name              | Equality, equity, diversity and inclusion commitment |
|----------------------------|--|
| Staff member responsible   | Chief Executive                                      |
| Date approved by the Board | 4 December 2024                                      |

#### Commitment to members and stakeholders

ITI is committed to promoting equality, equity, diversity and inclusion in all of our member and stakeholder-facing activities and services. This includes our training courses, webinars, conferences, publications, website, member communications and any other interactions we have with our diverse membership.

#### Accessible and inclusive participation

We strive to ensure that our membership services are accessible and inclusive for individuals of all backgrounds, abilities and circumstances. This includes:

- Providing reasonable adjustments, such as closed captions, or customised materials,
   to accommodate members with disabilities or other accessibility needs.
- Scheduling events and deadlines with sensitivity to religious/cultural observances.
- Using inclusive, person-first language that avoids making assumptions about members' identities and experiences.
- Actively soliciting feedback from members in order to identify and address any barriers to full participation.

### *Diverse representation and perspectives*

We are committed to ensuring that all our activities and communications are shaped by a wide range of perspectives, experiences and expertise. This includes:

- Encouraging a diverse range of members to apply for voluntary positions within ITI including serving on the Board and our various committees and working groups.
- Actively seeking diverse speakers, authors and contributors for our training programme, events and publications.
- Ensuring that our marketing, imagery and communications accurately reflect the diversity of our membership.
- Actively offering opportunities for members from underrepresented groups to share their knowledge and experiences with us.
- Regularly reviewing the diversity of our member engagement strategies and making improvements where gaps are identified.



#### Continuous improvement

We are committed to regularly reviewing the effectiveness of our equality, equity, diversity and inclusion commitment. This includes analysing member feedback, tracking participation data, and making adjustments to our activities, policies and procedures as needed. Our goal is to continuously improve the inclusivity and accessibility of ITI for all members and stakeholders.

## *Member support and feedback*

Members are encouraged to share any accessibility requirements, identity-based needs, or concerns about discrimination with the staff team so that we can work to accommodate and address them.

We welcome any questions or suggestions from members about how we can better uphold our commitment to equality, diversity and inclusion. Please feel free to <u>contact us</u>.