



Equality, equity, diversity and inclusion policy

Policy name	Equality, equity, diversity and inclusion policy
Staff member responsible	Chief Executive
Date approved by the Board	4 December 2024

Who is covered by this policy?

This policy sets out the actions required by directors and staff in relation to their interactions with fellow directors and staff as well as ITI members, volunteers, job applicants, subcontractors and anyone else who comes into contact with ITI.

What is covered by this policy?

This policy sets out ITI's commitment to ensuring that anyone who comes into contact with ITI is treated with warmth, dignity and respect, irrespective of who they are and what protected characteristics they may have.

This policy also outlines the proactive work ITI does to ensure it is an anti-racist and anti-discriminatory organisation and to promote a positive working culture for everyone.

Purpose

The purpose of this policy is to ensure that all individuals who come into contact with ITI are treated fairly and equally, and that ITI provides a space free from all forms of harassment, bullying and discrimination.

ITI will ensure that it is aware of situations where the organisation and individuals may exhibit bias and prejudice – both conscious and unconscious – and take steps to prevent and rectify this.

Directors and staff will be engaged in the development and implementation of this policy to ensure that equality, equity, diversity and inclusion (EEDI) are promoted through ITI's work internally and externally.

Key success criteria

This policy will be deemed successful if:

- There is a positive culture throughout ITI, where diversity, inclusion, compassion and respect are core values and at the centre of all our activities.
- ITI eliminates all forms of conscious and unconscious discrimination in its practices and behaviours.
- ITI actively encourages positive action to overcome disadvantage and discrimination.
- ITI ensures that equality, equity, diversity and inclusion are promoted through its work, both internally and externally.



- Everyone feels valued and given space to work to their full potential.

The policy

ITI expects its directors and employees to actively demonstrate their commitment to this policy.

Directors and employees should:

- assist ITI to meet its commitments to provide equality of opportunity and a culture free from discrimination.
- should treat others equally and with dignity and respect.
- understand ITI's standards of expected behaviour, actively implement its values and be an exemplar of equality and fairness in everything ITI does.
- uphold the values of this policy when representing ITI, for example at external events and on social media accounts.

Directors and employees are encouraged to communicate the terminology that describes them (e.g. by using preferred pronouns – she/her, he/him, they/them and so on). Others should respect and use that terminology.

Any breaches of this policy by employees (including but not limited to acts of discrimination, harassment, bullying or victimisation) will be regarded as misconduct and will be subject to ITI's Disciplinary Policy.

ITI will support its directors and staff by:

- Providing training about this policy and ITI's commitment to being an inclusive, non-discriminatory organisation.
- Including suggested EEDI reading as a part of induction process for new employees and directors.
- Encouraging staff to read articles and other relevant training materials sent to them. Time can be taken out of the working day to read around the topics suggested.

Recruitment

ITI will not discriminate in the selection of staff for recruitment or promotion, nor in the selection of volunteers for committee roles.

ITI may use suitable lawful methods (including, where appropriate, positive action) to attract candidates of any identified under-represented group in particular types and levels of vacancy.

Accountability and continuous improvement

The Board of Directors has overall responsibility for the effective implementation of this policy. The Board undertakes to regularly review progress and to identify areas for improvement.



The Chief Executive is accountable for ensuring that appropriate procedures, training and monitoring are in place to uphold the principles of this policy.

ITI recognises the importance of engaging with our members, staff and other stakeholders to gather feedback on the implementation and effectiveness of this policy.

Policy review

ITI's policies are not static; they can and will be amended as required to suit changing situations.

Under regular circumstances, ITI will seek feedback from Directors and staff on significant amendments to existing policies and/or on newly drafted policies where a gap is identified.



Appendix – supporting information

Current equality legislation and associated codes of practice have been taken into account within this policy.

Definitions

This policy refers to equality, equity, diversity and inclusion (EEDI). A definition of each of these words can be found below to help staff and directors understand what *ITI* means by these terms.

- **Equality** in the workplace means equal job opportunities and fairness for employees and job applicants. This means equal opportunities to join project groups, access to training, development, involvement in consultations, opportunities to act in absence and so on.
- **Equity** refers to providing various levels of support and assistance, depending on specific needs or abilities, in order to achieve real equality.
- **Diversity** is the range of people at *ITI*. For example, this might mean people of different ages, religions and ethnicities, people with disabilities and people of specific gender or with no gender identity. It also means valuing those differences such as people's background, education, where they are from, what languages they speak, their accent and their personal experiences.
- **Inclusion** in the workplace means everyone feels valued at work. It lets all employees feel safe to come up with different ideas, raise issues and express their views. *ITI* encourages staff to do things in different ways. *ITI* will take into account your personal circumstances, beliefs and values along with any conditions that need to be accounted for to make you feel included and welcome.

What are 'protected characteristics'?

The term 'protected characteristics' used in this policy refers to those outlined in the Equality Act 2010, namely: race, sex, marital or civil partnership status, maternity and pregnancy, age, disability, sexual orientation, gender reassignment and religion or belief. Although not within the Equality Act 2010, *ITI* also considers socio-economic status and health conditions that are not currently captured by the act to hold the same considerations within this policy.

ITI is committed to going beyond the legal minimum regarding EEDI and strives to be an example of good practice.