

## 1.0 Purpose

The purpose of this policy is to ensure that equality and diversity are encouraged, valued, managed and celebrated. IOSH is committed to continuously reviewing and improving equality and diversity practices.

## 2.0 Scope

- The policy applies to all individuals (employees, members and volunteers) of the organisation and any other individuals who may come into contact with the business.

## 3.0 The policy

- This policy is fully supported by the Senior Leadership Team and has been approved by the Board of Trustees.
- IOSH is committed to creating and maintaining a working environment and culture that is representative of all sectors of society, where intimidation, discrimination, bullying and harassment are not tolerated and where equality and respect apply to all.
- IOSH recognises and embraces individuals' right to be treated equally and with dignity and respect.
- The policy and associated arrangements shall operate in accordance with statutory legislation, providing an overarching framework to ensure its aims are delivered through all of IOSH's employment policies and procedures.

- IOSH will ensure all individuals have equal access to opportunities to develop and maintain skills and competencies to enable them to play their part in promoting equality and removing any obstacles to it.
- IOSH recognises and embraces its legal obligations to ensure individuals are not discriminated against in any form, victimised or suffer harassment on the grounds of recognised protected characteristics (age, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation). In the context of this document, the definitions section provides some useful descriptions.
- It will be the responsibility of every individual linked to IOSH to embrace and champion the principles of equality and diversity and to develop a positive culture of respect and dignity across the organisation.
- IOSH will take steps to challenge prejudice, discrimination and harassment, as this policy will underpin all of the decisions the organisation makes and the actions taken by all individuals linked to IOSH.
- While the policy cannot be directly applied to third parties with whom we work (contractors and suppliers), if any issues come to light with regard to equality and diversity in relation to any contractor of a third party or in our supply chain, the matter will be taken seriously and raised with the third party immediately by the relevant manager.

## 3.1 Responsibilities

- The Chief Executive will be responsible for taking steps to ensure this policy is promoted, understood and implemented by all employees and any individual who may come into contact with the business, including supply chain partners.
- All individuals connected to IOSH will be accountable and responsible for taking steps to promote the principles of this policy to contribute to the organisation's aim of providing an inclusive environment for all. Similarly, all individuals will be expected to challenge and report any breaches of the policy.
- Employees can be held personally liable as well as, or instead of, the organisation, for any act of unlawful discrimination. Employers and employees who commit serious acts of harassment may be guilty of a criminal offence. Consequently, employees **must** read the policy and seek clarification from their manager where required.

## 3.2 Communication

- Employees, volunteers, members, contractors and temporary employees will have access to a copy of this policy and will be required to read and understand it, and will be notified of any changes to the policy.
- In the first instance, employees will be advised to contact their line manager, if they feel that they are not being treated fairly at work, or if they believe an act of unfair or unlawful discrimination has occurred, which is a breach of the policy.



- If the matter is not addressed to the employee's satisfaction, then the employee has the right to raise a formal grievance using the organisation's Grievance Procedure.
- Similarly, any other individual connected to IOSH will be encouraged to raise their concerns regarding any possible breaches with their contact. In the first instance they will be advised to speak to their contact within IOSH.
- If monitoring highlights that IOSH, or areas within IOSH, are not representative, or that sections of the workforce or volunteers/members are not progressing appropriately, then an action plan will be developed to address the issue.
- IOSH will regularly monitor and evaluate its decision-making and assess the impact of its policies, procedures and processes to ensure fairness and legal compliance to all individuals.
- Equality Impact Assessment may be completed to gain a better understanding of the impact of IOSH's policies and procedures and services/products.

### 3.3 Training

- Equality and diversity training will be developed for employees and volunteers connected to IOSH.
- Training will be included as part of the employee, volunteer or member induction process.
- Line managers will ensure all staff have regular one-to-one meetings and team meetings to ensure there are appropriate mechanisms in place for employees to give feedback on any concerns or areas of improvement they may have regarding equality and diversity practices.

### 3.5 Review

- The equality and diversity policy will be reviewed annually by the Board of Trustees.

### 3.4 Monitoring

- IOSH will ensure that there continues to be regular monitoring by collecting equality and diversity data from applicants to the organisation, both internally and externally.
- All information collated will be confidential and IOSH will ensure it complies with the Data Protection Act 1998.



## Relevant definitions

### Protected characteristics

Specific groups that are protected by the Equality Act 2010. There are nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

### Direct discrimination

When an individual is being treated less favourably because they have a recognised protected characteristic, are thought to have one, or because they associate with someone who has a protected characteristic.

### Discrimination by association

Less favourable treatment of an individual because they associate with someone who has a protected characteristic.

### Indirect discrimination

Occurs when there is a rule, practice or policy that applies to everyone but disadvantages a particular group with a protected characteristic.

### Perception discrimination

Someone is treated less favourably because it is thought that they possess a protected characteristic. This applies even if the individual does not possess that characteristic.

### Victimisation

The unfair treatment of people due to them either making, or supporting, a complaint or raising a grievance under the Equality Act or being suspected of doing so.

### Harassment

Unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the individual.

### Third party harassment

Means the harassment of an individual by people not directly employed by the organisation e.g. customers.

### Bullying

Behaviour that is intimidating, malicious or insulting, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure another person.

