

Equality, Diversity and Inclusion Policy

The Chartered Institute of Linguists (CIOL) and CIOL Qualifications (CIOLQ) are committed to eliminating discrimination and promoting diversity and inclusion throughout the organisation. This includes but is not limited to:

- Staff, job applicants and volunteers
- All assessors on the CIOL Qualifications Assessor database
- CIOL members in all categories of membership and applicant members
- CIOL Qualifications examination candidates

Our aim is that our organisation is representative of all sections of society. Each employee should feel respected and able to give of their best. Members (including applicant members), examination candidates and those assisting in the delivery of our services should be aware of and adhere to the equality, diversity and inclusion principles that guide CIOL and CIOLQ and individuals should not experience any form of discrimination when interacting with us.

The purpose of this policy is to provide equality and fairness for all in our employment and those with whom we interact, and to ensure that those who receive services from us are treated equally, fairly and with impartiality. We will not discriminate because of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity or paternity
- Race, ethnic origin, colour, nationality, national origin
- Religion or belief (including non-belief)
- Sex and sexual orientation

We oppose all forms of unlawful and unfair discrimination. All staff, whether part-time, full-time or temporary, volunteers and assessors on the CIOLQ Assessor database, CIOL Members, including applicant members and CIOLQ examination candidates will be treated with respect.

Our commitment to staff

To create an environment in which individual differences and the contributions of all our staff are recognised and valued:

- All members of staff will be helped and encouraged to develop their full potential
- Every member of staff is entitled to a working environment that promotes dignity and respect to all
- No form of intimidation, bullying or harassment will be tolerated
- Training, development and progression opportunities are available to all staff on the basis of aptitude and ability
- We will regularly review all our employment practices, and specifically our recruitment procedures, to ensure fairness

Breaches of our ED&I policy will be regarded as misconduct and could lead to disciplinary proceedings

Our commitment to volunteers and assessors

The same principles guiding our commitment to our staff will apply equally to volunteers and assessors:

- All volunteers and assessors will be treated equally and fairly, and individual differences will be recognised and valued
- Procedures relating to the recruitment of volunteers and assessors will be reviewed to ensure fairness
- No form of intimidation, bullying or harassment will be tolerated
- Training and development opportunities will be offered to volunteers and assessors appropriate to the role undertaken

Our commitment to members, including applicant members and examination candidates

The same principles guiding our commitment to our staff will apply equally to members, applicant members and examination candidates:

- All members, applicant members and examination candidates will be treated equally and fairly, and individual differences will be recognised and valued
- Our Equality, Diversity and Inclusion policy will be published on our website and made available to new members, applicant members and examination candidates
- All our membership and examination procedures will be reviewed annually to ensure fairness

ED&I Policy

Updated November 2020

CIOL | Chartered Institute of Linguists

CIOLQ | CIOL Qualifications

Governance

This policy is supported and approved by the governing bodies of CIOL and CIOLQ. CIOL and CIOLQ will actively encourage participation in our governance structures to reflect the diversity of our members and candidates.

We expect a similar level of commitment to Equality, Diversity and Inclusion from external organisations we engage with in the delivery of our services.

This policy will be monitored by Council and the CIOLQ Educational Trust Board and will be reviewed annually to ensure it remains fit-for-purpose.

CIOL and CIOLQ will endeavour to monitor data to inform our policy and practices, including from:

- Staff and job applicants
- Volunteers
- Assessors on the CIOL Qualifications Assessor database
- CIOL members in all categories of membership and applicant members
- CIOL Qualifications examination candidates

This policy was approved by CIOL Council in November 2020 and should be read in conjunction with the [specific policies for CIOLQ](#) required by its Ofqual regulation.

Date of next review November 2021