



Equality, Diversity and Inclusion Policy

1. The Chartered Institute of Linguists (CIOL) and the IoL Educational Trust (IoLET) are committed to eliminating discrimination and promoting diversity and inclusion throughout the organisation. This includes but is not limited to:
 - Staff and job applicants volunteers
 - all assessors on the IoLET Assessor database
 - CIOL members in all categories of membership and applicant members
 - IoLET examination candidates
2. 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 IoLET and individuals should not experience any form of discrimination when interacting with us.
3. 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
4. CIOL and IoLET oppose all forms of unlawful and unfair discrimination. All staff, whether part-time, full-time or temporary, volunteers and assessors on the IoLET Assessor database, CIOL Members, including applicant members and IoLET examination candidates will be treated with respect.

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
- Equality in the workplace is good management practice and makes sound business sense
- We will 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

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

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
5. CIOL and IoLET will actively encourage participation in our governance structures to reflect the diversity of our members and candidates.
 6. This policy is fully supported by the governing bodies of CIOL and IoLET and its staff. We expect a similar level of commitment to Equality, Diversity and Inclusion from external organisations we engage with in the delivery of our services.
 7. This policy will be monitored by the Equality, Diversity and Inclusion Committee on behalf of Council and the Trust Board and it will be reviewed annually to ensure it remains fit-for-purpose.

CIOL and IoLET will endeavour to collect monitoring data from:

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

Data will be collected anonymously and will be used to inform our policy and practices.

Agreed by Council on 03 November 2018

Date of next review: October 2019