

Equality and Diversity Policy

1. Purpose

The London Institute of Banking & Finance is committed to creating a culture in which diversity and equality of opportunity are promoted and in which unlawful discrimination is not tolerated. The organisation recognises the real educational and business benefits of having a diverse community of employees, students/apprentices, members and subscribers to any services and therefore works towards building and maintaining an environment which values such diversity.

2. Scope of the Policy

This policy applies to all of our employees, students/apprentices, members, subscribers and visitors, together with those contracted on a self employed basis to work at or for the organisation. Where required there are supplementary policies/procedures to this general policy statement.

3. Policy Statement

We aim to ensure that:

- individuals are treated solely on the basis of their abilities and skills;
- nobody is discriminated against on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation;
- it affords its students, members, subscribers and employees the opportunity to fulfill their potential;
- it promotes a supportive environment for employees, students, subscribers and visitors.

4. Aims of the Policy and underpinning principles

The organisation will have due regard to promoting equality of opportunity, across all the activities of the organisation.

Useful definitions in relation to equality and diversity can be found in Appendix 1.

This policy is guided by the following principles:

All employees, students/apprentices, members, subscribers and visitors should:

- enjoy a safe environment free from discrimination and harassment/bullying;
- have equal access to services that are made available by the organisation.

Additionally the employees should:

- have equal access to opportunities for personal, professional and academic development and career progression and promotion opportunities;
- be able to participate fully in the work and life of the organisation's community and celebrate its diversity;
- reflect as far as possible the diversity of talent, experience and skills available from the local, national and international pool from which it draws its students and workforce.

5. Implementation of the Policy

The successful implementation of this policy relies on integrating equality and diversity issues into all aspects of the organisation's operations.

6. Roles and Responsibilities

Board of Governors

The Board of Governors is responsible for ensuring the organisation meets its legal obligations in respect of legislation relating to equalities.

Chief Executive and Leadership Group

The Chief Executive and the Leadership Group are responsible for the implementation of our Equality and Diversity Policy. And, as a corollary, that appropriate action is taken against individuals on our premises who do not act in accordance with the policy.

Human Resources

Human Resources (HR), in conjunction with the directorates, is responsible for ensuring that procedures relating to employee recruitment, selection, development, discipline and grievance are carried out in accordance with the Equality and Diversity Policy.

To support this, the HR department is responsible for providing advice, guidance and support on the application of this policy and for developing action plans in conjunction with other colleagues to address any alleged inequalities in employment practices.

The HR department will provide appropriate training to facilitate both the understanding and the practice of the equality and diversity policy.

Directorates

The directorates are responsible for ensuring that all policies and practices relating to students and employees are carried out in accordance with the Equality and Diversity Policy.

Managers

Managers are responsible for:

- fostering a culture in which compliance with this policy is regarded as integral to the work of their departments.

Employees, students/apprentices, members and subscribers

Employees, students/apprentices, members and subscribers are responsible for:

- supporting the aims of this policy;
- contributing to an environment free of fear or intimidation;
- ensuring that their behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way;
- informing visitors if their behaviour is not in line with organisation's Equality and Diversity Policy

7. Breach of the Policy

We will take seriously any instances of alleged non-adherence to the Equality and Diversity policy.

Employees who wish to make a complaint of discrimination or harassment should report it via their line manager to the HR department.

Students, subscribers, visitors or members wishing to make a complaint of discrimination or harassment should address their complaint to the department providing the service.

Any instances of alleged non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary policy for staff, students, members and subscribers.

For any instances of alleged non-adherence that fall within the remit of the Prevent Duty will be reported to the relevant Managing Director/Dean who will appoint an appropriate person to investigate and document.

With regard to any breach of the policy by visitors, the organisation will take appropriate action in relation to the nature of the incident.

8. Monitoring and Review

The HR department will monitor and review the organisation's performance in relation to employee matters on equality and diversity and report their findings to the Leadership Group. The relevant Committee will monitor and review the organisation's performance on equality and diversity in educational matters.

The policy will be reviewed every three years or more frequently if required by changes in legislation.

9. Relevant Legislation

We will implement this policy in accordance with relevant legislation and codes of practice.

10. Other Relevant Documents

This Policy is underpinned by a number of institutional policies and procedures within which diversity and equality are embedded e.g. Code of Practice, recruitment and selection.

Approved: 21 September 2011

Updated: April 2016

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Appendix 1

Definitions

Direct discrimination occurs when factors unrelated to the merit, ability or potential of a person or group of people are used as an explicit reason for discriminating against them.

Discrimination based on association is a form of direct discrimination which occurs when an individual is treated less favourably because of their association with another person who has a protected characteristic.

Discrimination based on perception is a form of direct discrimination which occurs when an individual is treated less favourably because it is mistakenly thought that they have a protected characteristic.

Discrimination because of pregnancy or maternity is discriminatory to treat a woman less favourably because she is, or has been pregnant, has given birth in the last 26 weeks or is breastfeeding a baby who is 26 weeks or younger or a child more than 26 weeks old.

Indirect discrimination occurs when there are rules, regulations or procedures in place that have a discriminatory effect on a group of people with a protected characteristic and the employer can not show that it is a proportionate means to achieving a legitimate aim.

Discrimination arising from a disability occurs when a disabled person is treated less favourably because of something connected with their disability. This can only occur if it is known that a person has a disability or it can be reasonably expected that a person is disabled.

Institutional discrimination is defined as the collective failure of an organisation to provide a professional and appropriate service to people because of who they are.

Bullying can be defined as actions, criticism or personal abuse, either in public or private, that humiliates, denigrates, undermines, intimidates or injures the recipient.

Harassment is unwanted conduct that may create the effect (intentionally or unintentionally) of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment which interferes with an individual's learning, working or social environment or induces stress, anxiety, fear or sickness on the part of the harassed person.

Victimisation is punishing or treating an individual unfairly because they have made a complaint, or are believed to have made a complaint, or to have supported someone who has made a complaint. It is unlawful, as is post-employment victimisation.

Reasonable Adjustments are a statutory duty in the Equality Act 2010. Reasonable adjustments have to be made to both working practices and the working environment to ensure disabled people are not disadvantaged in comparison to someone who doesn't have a disability.

Equal Access is providing equality of opportunity to access services or development.

Employees Includes all those employed on a contract of employment as well as those contracted on a self-employed basis.