

## IQ Diversity and Equality Policy

### Statement of Purpose

IQ is committed to Diversity and Equality and our policy is to ensure that no person involved or associated with the organisation receives less favourable treatment on the grounds of their:

- Age
- Being or becoming a transsexual person
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion/belief
- Sex
- Sexual orientation
- or any other identifiable discriminatory cause

Central to that is our commitment to ensure the assessment procedure is open, fair and free from bias and to the required standard and that no disadvantage or advantage is accrued to any group of learners or individuals.

We believe in human rights for all those connected with IQ and all members of society. No action shall be taken against them by any person connected with IQ which would devalue their contribution to society as a whole or lead them to a loss of self- respect or respect for them by others.

You are protected from discrimination:

- at work
- in education
- as a consumer
- when using public services
- when buying or renting property

We will comply fully with the letter and spirit of all laws and directives in relation to diversity and equality. IQ is committed to the fulfilment of all agreements, regulations and Acts that have implications for its role in the provision of assessment, consultancy and other services.

This includes, but is in no way limited to:

- The Equality Act 2010 that now encompasses:
  - The Equal Pay Act 1970
  - The Sex Discrimination Act 1975
  - The Race Relations Act 1976
  - The Disability Discrimination Act 1995
  - The Employment Equality ( Religion or Belief ) Regulations 2003
  - The Employment Equality ( Sexual Orientation ) Regulations 2003
  - The Employment Equality ( Age ) Regulations 2006
  - The Equality Act 2010 Part 2
  - The Equality Act ( Sexual Orientation) Regulations 2007
  - The Gender Recognition Act 2004
  - The Sex Discrimination Act (Amendment) Regulations 2008
- Data Protection Act 1998 (Online Data) 2003
- Health & Safety at Work Act 1974
- The Management of HASAW Regulations 1999

This policy can be found at:

[industryqualifications.org.uk/centre-portal/general-guidance/company-policies/diversity-equality-policy/](http://industryqualifications.org.uk/centre-portal/general-guidance/company-policies/diversity-equality-policy/)

Please check to ensure you are working to the most recent version of the policy.

### Policy Owner

General Manager

### Related Policies, Procedures and Work Instructions

- IQ Customer Service Policy (IQG/0.1/003)
- IQ Safeguarding of the Child and Vulnerable Adult policy (IQG/0.1/007)
- IQ Special Considerations Policy ( IQG/0.2/001)
- IQ Access Arrangements and Reasonable Adjustments Policy ( IQG/0.2/002)
- IQ Language Policy ( IQG/0.2/005)
- IQ Appeals Policy (IQG/0.2/007)
- IQ Complaints Policy and Procedure ( IQG/0.2/009)
- IQ People Management Policy ( IQG/0.3/002)
- IQ Malpractice Policy (IQG/0.2/006)
- IQ Discipline and Grievance Procedures(IQG/0.3/003)
- IQ Recruitment Policy (IQG/0.3/005)
- IQ Whistle Blower Policy (IQG/0.1/013)

### Regulatory References

**A1, D1, D2, D4, E1, E4, E10, F1, G1, G2, G3, G4, G6, G7, G8, G9, H, I**

### Stakeholders

Public (All centres, staff, and subcontractors)

### Scope

This policy applies to all staff, subcontractors, centres, and learners.

### Responsibilities

The responsibility for compliance and for the adoption of a positive attitude to these goals is laid upon all individuals within and with IQ. All external persons connected with IQ are encouraged to maintain the same responsibility and commitment.

It is the duty of IQ approved centres to ensure that their operations fall within the spirit and letter of the law relating to diversity and equality. IQ will, as part of its approval and monitoring; seek to ensure a centre's compliance with diversity and equality. IQ Approved Centres and centre staff must abide by this policy as part of their conditions of approval and failure to do so may be considered under IQ's Malpractice Policy / quality assurance mechanisms, and could be subject to a sanction.

### Assessments

IQ are committed to ensuring that there are no artificial barriers to entry or delivery of qualifications and that qualifications are:

- available to everyone who can achieve the required standard
- free from barriers which restrict access and progression
- free from overt or covert discriminatory practices
- able to accommodate reasonable adjustments of individuals
- free from any restrictions that are not legally required

IQ will review new assessments for gender and racial stereo type or bias; inappropriate language or subject as part of its qualification development process. IQ will ensure that systems developed for both paper based and onscreen assessment address the needs of learners who require support in accessing assessment. For example papers will be made available in large font, colour will be used that does not impact on the visually impaired, visuals will be clear.

IQ will ensure that JCQ recommended access arrangements are included in qualification specifications, where appropriate and reflected in the IQ policies on access arrangements and reasonable adjustments. Learners with specific access arrangement that cannot be accommodated by the access arrangements already in place, e.g. the need for a braille paper, will be supported where possible.

### Marketing

IQ undertakes to ensure that all advertising and publicity used by it falls within the spirit and letter of the law relating to diversity and equality.

### Harassment and Bullying

IQ has policies and procedures designed to ensure that persons associated with the organisation can raise concern. Consider using the following:

- IQ Malpractice Policy (IQG/0.2/006)
- IQ Discipline and Grievance Procedures( IQG/0.3/003)
- IQ People Management Policy ( IQG/0.3/002)
- IQ Whistle Blower Policy

### Review and Appeals

To protect both staff and learners there are procedures to ensure that each person has a redress against harassment and bullying at any stage of operations, there are procedures for the redress of complaint and for the re-evaluation of decisions taken by assessors in accordance with IQ policies regarding appeals. Each centre has to have a mechanism for recording both complaints and appeals, which will be held centrally, reviewed and monitored regularly, in order to ensure that avoidable problems should not reoccur.

For more information please see:

- IQ Appeals Policy (IQG/0.2/007)
- IQ Complaints Policy and Procedure (IQG/0.2/009)

**Signed:**  
**Chief Executive**

**Date:**