



**INSTITUTE OF TRANSLATION AND INTERPRETING (“ITI”)**

# **EQUALITY AND DIVERSITY POLICY**

**FOR MEMBERS**





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## 1. POLICY STATEMENT

- 1.1 ITI recognises that its members<sup>1</sup> represent a variety of backgrounds and values the diverse contributions that each individual can bring to ITI's membership.
- 1.2 ITI promotes inclusivity in the services it provides and is committed to promoting equality of opportunity for all members. This policy operates in relation to ITI's duties as a membership organisation. Members are advised that they should also refer to their employer's equality and diversity policies as appropriate.
- 1.3 ITI does not discriminate against members on the basis of:
- ) age;
  - ) disability;
  - ) gender reassignment;
  - ) marital or civil partner status;
  - ) pregnancy or maternity;
  - ) race, (including colour, nationality, ethnic or national origin);
  - ) religion or belief;
  - ) sex; or
  - ) sexual orientation;
- (**"Protected Characteristics"**).
- 1.4 Victimization is also prohibited.
- 1.5 ITI aims to ensure that no member suffers discrimination because of any of the Protected Characteristics described in clause 1.3 above. ITI regularly reviews its procedures to ensure that individuals are treated on the basis of their relevant merits and abilities.
- 1.4 Access to membership is available to all eligible individuals.
- 1.7 ITI takes issues of discrimination, harassment and victimisation of our members very seriously and any such complaints should be reported to the Chair of the Professional Conduct Committee (see paragraph 5). Your attention is drawn to our separate Anti-Harassment and Bullying Policy for Members.
- 1.8 ITI aims to create an environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. All applications for membership will be treated on an equitable basis.
- 1.9 The principles of non-discrimination and equality of opportunity also apply to the way in which the Institute<sup>2</sup> treats members, the way in which members treat the Institute, each other and any external service users, trainers, consultants, visitors, suppliers etc. ("Relevant Third Parties").

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<sup>1</sup> The term "member" includes current members, former members & applicants for membership of ITI



- 1.10 All members have a duty to act in accordance with this policy and treat each other, the Institute and Relevant Third Parties with dignity at all times and not to discriminate against or harass the Institute, other members, or Relevant Third Parties regardless of their status. Your attention is drawn to our separate Anti-Harassment and Bullying Policy. ITI acknowledges that individuals are different and have different needs and will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities. If an individual indicates a requirement to accommodate specific needs, ITI will make appropriate arrangements to ensure equality of access to participation.
- 1.11 If you are disabled or become disabled, ITI encourages you to tell us about your condition so that we can support you as appropriate.
- 1.12 If you experience difficulties in your application for membership or your continued membership, you may wish to contact the Chief Executive ([chiefexec@iti.org.uk](mailto:chiefexec@iti.org.uk)) to discuss any reasonable adjustments that would help to overcome or minimise your difficulty. Examples of this may include access to our website, use of application forms and other documents, and access to conferences and meetings.
- 1.13 ITI will monitor the physical features of our premises to consider whether they place members, or service users at a substantial disadvantage in comparison with persons who are not disabled. Where reasonable, ITI will take steps to improve access for disabled members and service users.
- 1.14 This policy has been approved by the Board of ITI (the “Board”).

## **2. WHO IS COVERED BY THIS POLICY?**

- 2.1 This policy covers the behaviour of the Institute towards members as well as members’ behaviour towards the Institute, to each other and to Relevant Third Parties.

## **3. WHAT THE LAW SAYS**

- 3.1 Under the Equality Act 2010, it is unlawful to discriminate against people at work because of a Protected Characteristic and it is also unlawful to discriminate because a person is a member or non-member of a trade union or because s/he is a part-time worker or on a fixed-term contract.

## **4. FORMS OF DISCRIMINATION**

- 4.1 Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favourably because of one or more of the Protected Characteristics (set out in clause 1.3 above) that:

- ) they possess; and/or
- ) a protected characteristic of someone they are associated with, such as a friend, family member or colleague – this is direct discrimination by association; and/or

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<sup>2</sup> The term “the Institute” means the staff, former staff and members of the Board of ITI



) a protected characteristic they are thought to have, regardless of whether this perception by others is actually correct or not – this is direct discrimination by perception.

For example, rejecting an applicant for membership on the grounds of their race because they would not "fit in" would be direct discrimination.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same Protected Characteristic at a particular disadvantage. For example, a requirement that members are full time interpreters or translators puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.

4.2 Harassment related to any of the Protected Characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-Harassment and Bullying Policy For Members.

4.3 Victimisation is also prohibited. This is less favourable treatment of someone who has complained, or given information about, discrimination or harassment, or supported someone else's complaint.

## 5. RAISING A COMPLAINT REGARDING BREACHES OF THIS POLICY

5.1 If you wish to make a formal complaint about bullying or harassment, you should submit it, in writing, to the Chair of the Professional Conduct Committee at Suite 141, Milton Keynes Business Centre, Foxhunter Drive, Linford Wood, Milton Keynes MK14 6GD or [pcc@iti.org.uk](mailto:pcc@iti.org.uk).

5.2 Your written complaint should set out full details of the conduct in question, including the name of the person in breach of the policy, the nature of the breach, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

5.3 Following receipt of a complaint the matter will be investigated. You may be invited to attend a meeting. If, following the investigation your complaint is upheld, prompt action will be taken to address the harassment or bullying conduct.

5.4 As a general principle, the decision whether to progress a complaint is up to you. However, ITI has a duty to protect all members and may pursue the matter independently if, in all the circumstances, we consider it appropriate to do so.

5.5 Members, who raise complaints under this policy in good faith, will not be victimised or treated less favourably as a result. However, any member who raises false complaints, which are found to have been made in bad faith, will be subject to disciplinary proceedings and, ultimately, disciplinary action, in accordance with ITI's Code of Professional Conduct.

5.6 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure.



- 5.7 Any member who is found to have committed an act of discrimination or harassment will be subject to disciplinary proceedings and, ultimately, disciplinary action, in accordance with ITI's Code of Professional Conduct. ITI will ensure that disciplinary procedures and penalties are applied without discrimination.

## **6. CONFIDENTIALITY AND DATA PROTECTION**

- 6.1 All matters relating to the investigation of complaints or harassment or bullying will be treated in strict confidence. Any breach of confidentiality in this regard may render those responsible to disciplinary proceedings. However, it will be necessary that any alleged perpetrator is made aware of the allegations against them and the name(s) of those making the allegations together with the name(s) of any witnesses.
- 6.2 Confidentiality is an important part of the procedures provided under this policy. Everyone involved in the operation of the policy is responsible for observing the high level of confidentiality that is required. Details of a breach of this policy and the names of the person reporting the breach and any person accused must only be disclosed on a "need to know" basis.
- 6.3 Information about a report of a breach by, or about, a member may be placed on their membership file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with Data Protection Legislation.
- 6.4 Breach of confidentiality by members may give rise to disciplinary proceedings and, ultimately, disciplinary action, in accordance with ITI's Code of Professional Conduct.

## **7. WHO IS RESPONSIBLE FOR THIS POLICY?**

- 7.1 The Board has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law.
- 7.2 All members have a responsibility to ensure that they seek actively to promote equality of opportunity for others, foster an environment free from discrimination, victimisation and harassment and immediately bring any potentially discriminatory behaviour to the Board's attention via the Professional Conduct Committee.

## **8. MONITORING AND REVIEW OF THE POLICY**

- 8.1 This policy will be reviewed periodically giving due consideration to any legislative changes.
- 8.2 ITI will continue to review the effectiveness of this policy to ensure it is achieving its objectives. As part of this process ITI monitors the composition of membership applicants and ITI's membership. This information will be recorded against the membership/staff record but the information will only be used for the purposes of monitoring equality and diversity and the effectiveness of this policy. Information will be used and stored in line with Data Protection Legislation.



- 8.3 Following a formal investigation under this policy, the Professional Conduct Committee should consider whether this policy has been effective in addressing the issues and report any problems or suggestions for improvement to the Board.
- 8.4 Members are invited to comment on this policy and suggest ways in which it might be improved by contacting the Operations Manager at [operationsmanager@iti.org.uk](mailto:operationsmanager@iti.org.uk).

Date Reviewed:	Reviewed by:	Version Number:	Date Approved:	Date of Next Review:
May 2018	BHCS (JM)	2		May 2019