Equality, Diversity and Inclusion Policy

1. Introduction

IPEM recognises and values the importance of diversity in its employees and membership. We actively promote the richness that diversity brings and take the commitment to equal opportunities seriously. We base our relationships with members, employees, partners and other stakeholders on mutual respect and appreciation of individual differences.

IPEM opposes discrimination or harassment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion and belief, sex and sexual orientation. These characteristics are protected under the Equality Act 2010.

In 2020, IPEM refreshed its values to include "Inclusive", which is understood as meaning "enabling a diverse and inclusive professional community". This value should be considered in all decisions made and actions taken.

2. Purpose of the Policy

This policy is intended to guide all stakeholders in how IPEM will enact its commitment to equality, diversity and inclusion.

3. Scope of the Policy

This policy is intended to guide operational decisions, which may be taken by staff, volunteers or both working in partnership. It is also intended to assist any suppliers, partners, or stakeholders in understanding IPEM's intentions.

4. Guidance

Governance of IPEM

4.1 IPEM will ensure that there is a named EDI Champion on the Board of Trustees

4.2 IPEM Trustees and staff will receive regular EDI training.

4.3 Terms of Reference for all IPEM boards, committees, groups, working groups etc will reinforce the need to ensure diversity of membership.

Recruitment of Staff

4.4 Staff recruitment procedures and selection criteria and processes will be reviewed periodically to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits.

4.5 IPEM will ensure that it regularly reviews its presentation of vacancies to ensure as far as possible that no groups feel excluded from employment with IPEM.

4.6 Any agency used for staff recruitment will be selected with reference to their policies on EDI and briefed to provide IPEM with as diverse a pool of candidates as possible.

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Recruitment of Members and Volunteers

4.6 IPEM will seek to promote diversity within the membership, and regularly review all promotional material to ensure that eligible people, regardless of their background or other characteristics, feel welcome to apply for membership and fellowship.

4.7 Volunteer recruitment and assessment processes will be reviewed periodically to maintain a system where membership in each category is offered solely on the basis of merit, as exemplified by appropriate standards of education, training and experience.

4.8 Where Committees are actively seeking to recruit members to serve as volunteers, or proposals are submitted for working groups etc., due regard must be given to diversity and inclusion, where possible ensuring broad representation in terms of ethnicity, age, sex and other protected characteristics.

Working practices

4.8 IPEM will make any reasonable adjustments to ensure that any employees and members with disabilities are not excluded.

4.9 IPEM will not tolerate discrimination or harassment on the basis of any protected characteristics in the workplace. Allegations of such discrimination by members and employees will be investigated and if proved, will be regarded as misconduct and lead to disciplinary action.

International Relations

4.10 Although primarily a United Kingdom professional body and learned society, IPEM will seek to develop personal membership throughout the international community and to establish and maintain bi-lateral and multi-lateral partnerships with related international societies. We expect all of our members to act in accordance with these values and will promote this policy with our international partners.

Promotional Communication

4.11 When promoting opportunities with IPEM, including education, training, prizes and awards, IPEM will ensure that any materials welcome applications from all communities and from people of all backgrounds and characteristics, and use gender neutral language.

Monitoring and recording

4.12 IPEM will track diversity in the following contexts:

4.12.1 Volunteer and staff recruitment

4.12.2 Diversity of overall membership and in specific member grades, and diversity of applications for membership and fellowship

4.12.3 Diversity of applications for and recipients of prizes, awards, and grants

4.12.4 Diversity of applications for any IPEM training and education courses

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4.12.5 Diversity of applications for Registrations, such as those provided by IPEM under agreements with the Science Council and Engineering Council

4.12.6 Diversity of speakers, panels and programmes at IPEM events

Speakers and Events

4.13 IPEM will seek to ensure diversity in speakers, panels and programmes, for all IPEM events.

4.14 IPEM will seek to ensure that events organised by IPEM cater for diverse audiences and make reasonable adjustments for access and participation requirements.

School Outreach and public engagement

4.15 IPEM will promote our profession and careers to everyone as per our charitable objective.

4.16 Where there is a conflict of resources IPEM will prioritise schools and programmes which make the biggest impact in terms of inclusion, widening participation and social mobility.

Complaints

4.17 IPEM will aim to create a supportive environment in which employees, members, volunteers, stakeholders, partners and suppliers, feel able to report any incident of discrimination or harassment using the current complaints process.

5. Relationship with other Policies and Procedures

5.1 Policies:

- Fair access policy
- Ethical and Environmental Policy
- Volunteer Policy

5.2 Procedures and other documents:

- Procedure for recruiting volunteers
- Procedure for recruiting staff
- Procedure for membership and registration applications
- Procedure for Prizes and Awards
- Guidance Notes for arranging an external moderator visit, practical assessment, or viva
- Action plans
- EDI Monitoring form
- Outreach guidance

6. Breach of the Policy

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6.1 Any breach of this policy should be raised with the IPEM EDI and Member Networks Manager or the EDI Champion on the IPEM Board of Trustees.

6.2 Complaints against members will be dealt with under the Code of Professional Conduct and Disciplinary Procedure applicable to members of IPEM

6.3 Complaints against staff will be handled via the IPEM Complaints Procedure and dealt with under the Disciplinary Procedure applicable to members of staff.

6.4 Members of staff who have complaints should use the staff Grievance Procedure to make them.

7. Governance

7.1 The Board of Trustees has overall responsibility for ensuring this policy complies with IPEM's legal and ethical obligations, and that individuals comply with it.

7.2 The Chief Executive is responsible for ensuring staff and volunteers are appropriately managed in accordance with this policy.

8. Policy Review

8.1 This policy will be reviewed by the Board of Trustees at least every three years, when there is a change in UK law and/or best practice or when an incident occurs that highlights a need for change – whichever occurs first.

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