

ICB



The Institute of Certified Bookkeepers

ICB Equality & Diversity Policy

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1. Purpose of ICB Equality and Diversity Policy

The purpose of this policy is to ensure that all individuals, including members, students, suppliers, stakeholders and ICB staff are treated fairly and equally at all times.

ICB is committed to promoting equality of opportunity and will prevent any unlawful or unjustifiable bias or discrimination. Specifically, it will comply fully with the requirements laid out in all legislative acts and regulations.

2. Legislation

The Equality Act 2010 gives the key legislative requirements relating to equality and diversity. The Act identifies nine protected characteristics:

- Age
- Disability
- Gender
- Gender identity
- Pregnancy and maternity
- Race
- Religion and philosophical beliefs
- Sexual orientation
- Marriage and civil partnerships

The Act outlaws unfair discrimination against an individual because of a protected characteristic and this includes the following types of discrimination:

- Direct discrimination (including discrimination based on association or perception) – occurs when you treat a person less favourably than you treat another person because of a protected characteristic
- Indirect discrimination - occurs when a practice has the effect of putting people sharing a protected characteristic within the general group at a particular disadvantage
- Harassment – occurs when someone behaves in a way that creates an offensive, hostile, degrading, humiliating or intimidating environment for a person
- Victimisation - occurs if you treat someone badly because they have been involved in a claim or complaint about discrimination
- Discrimination arising from disability occurs when you treat a disabled person unfavourably because of something connected with their disability and cannot justify such treatment.

- Failure to make reasonable adjustments – occurs when an organisation fails to make reasonable adjustments for a disabled person to avoid the disabled person being placed at a substantial disadvantage compared to a non-disabled person

3. Bullying and Harassment

Definition

Harassment is when someone behaves in a way which offends you or makes you feel distressed or intimidated. This could be abusive comments or jokes, graffiti or insulting gestures. Harassment is a form of discrimination under the Equality Act 2010.

Harassment can be a one-off incident - for example, if a colleague makes a racist comment about you. It can also be a series of incidents or **bullying** which takes place over time.

Policy

Bullying, harassment or victimisation of any individual will not be tolerated and any allegations will be taken seriously and dealt with appropriately under the relevant policy (see ICB Harassment and Bullying Policy).

Any form of bullying or harassment will be dealt with both sensitively and effectively. All individuals covered by this policy are encouraged to raise any issues immediately.

The policy applies to harassment on the grounds of race, gender, disability, age, origin, religious or political beliefs, sexual orientation, socio-economic background, marital or civil partnership status.

4. Scope

The Equality and Diversity policy applies to all individuals in connection with ICB, including:

- Employees
- Board and Committee members
- Members
- Students
- Accredited Training Provider (ATPs)
- Suppliers
- Stakeholders
- Third party contractors and visitors to ICB

5. Responsibility

ICB is committed to upholding the principles of the Equality Act 2010 in all areas of its work and actively encourages promotion of equality and diversity.

Staff

Each member of staff is responsible for supporting this policy and the law. Every role within ICB has an equality and diversity component and staff will:

- Treat all individuals fairly, with dignity and respect
- Comply with all ICB policies, best practice standards and promote an environment where everyone feels safe, supporting and included
- Report all incidents where a breach of equality and diversity has occurred
- Promote the principles of the equality and diversity to other employees, members and students

Accredited Training Providers (ATPs)

All ICB ATPs must have in place policies which comply with Equality and Diversity legislation. ICB expects all ATPs to monitor equality and diversity of the learners, by collecting diversity data which includes gender, age, ethnicity and registered disability. This information should be made available to the ICB as requested.

Members and Students

All ICB members and students are expected to comply with the Equality and Diversity Policy and will:

- Treat all individuals fairly, with dignity and respect
- Comply with all ICB policies, Terms and Conditions and best practice standards
- Report all incidents where a breach of equality and diversity has occurred
- Promote the principles of the equality and diversity to other members and students

Equality and Diversity Review Group

ICB has in place an Equality and Diversity Review Group who set the strategy, direction and focus for equality and diversity issues. The Review Group meet on a regular basis to ensure all ICB activities are in compliance with the Act and to have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

ICB recognises that all its members, students, suppliers, stakeholders and staff have a duty to support and uphold the principles contained within this Equality and Diversity Policy.

6. Changes to legislation and regulations over time

References to the aforementioned legislative requirements include amendments which have been made to the legislation or regulations over time. ICB will ensure it remains up to date with any changes to legislation and regulations and will ensure relevant changes are made to its policy so that changes are reflected in ICB practice. Relevant changes will be implemented in close consultation with its member and student population and in liaison with its stakeholder network, which includes ATPs and employers.

7. Monitoring

As part of its monitoring arrangements, ICB will:

- Monitor the diverse intake of its members and student cohort upon registration
- Promote open access to all membership services and ICB qualifications
- Ensure the format and content of all ICB materials do not discriminate unlawfully against anyone on the grounds of the nine protected characteristics (see section 2 of this policy)
- Ensure all ICB qualifications are developed and maintained in line with this policy
- Allow all students with special education needs, disabilities or injuries access to ICB assessments without changing the demand of the assessment in line with the ICB Reasonable Adjustment and Special Consideration Policy
- Ensure equality in opportunity for any training provider by considering ATP applications from any organisation or individual who can demonstrate that they meet the requirements of the ATP approval process
- Ensure all ICB ATPs have in place an up-to-date Equality and Diversity policy and promotes open access to ICB qualifications
- Conduct an annual review of the ICB Equality and Diversity policy and all other relating policies, which will include consulting those involved in all aspects of ICB activities

8. Communication

Should members, students, suppliers or stakeholders wish to contact ICB regarding its policy on Diversity and Equality, they should:

E-mail

memberservices@bookkeepers.org.uk

info@bookkeepers.org.uk

Telephone

+44 (0) 203 405 4000

+44 (0) 845 060 2345

In writing

Head of Qualification Standards and Quality Control

ICB

122-126 Tooley Street

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SE1 2TU

Should any individual wish to have this document in Braille, large print or an alternative format, please contact the ICB.



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