



## **Equal Opportunities Policy**

### **Introduction**

The IP Federation (“the Federation”) is committed to promoting diversity and to providing equal opportunities for all staff and job applicants. We acknowledge the unique contribution that all individuals can make. We do not discriminate against staff on the basis of their gender, sexual orientation, pregnancy, maternity, paternity, marital or civil partner status, gender reassignment, race, colour, ethnic or national origin, religion or belief, disability, age or any other inappropriate or irrelevant criteria or distinction. We aim to create an inclusive working environment in which all individuals are able to fulfil their potential and make use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

### **Applicability**

This policy applies to all Federation employees. The principles of equality of opportunity set out in this policy also apply to the way in which staff treat member company representatives, solicitor associates, visitors, clients, customers, suppliers and former staff members. Whilst recognising that it does not have control over member companies, the Federation encourages all member company representatives to ensure that member companies have their own equal opportunities policy such that all member company representatives are obliged to adhere to principles similar to those set out below.

### **Policy**

1. All staff are required to support and promote this policy through appropriate behaviour and action, including through their treatment of fellow staff members. If any member of staff requires further support or information in order to comply with this policy, they should contact the chair of the Governance Committee who will discuss any concerns and seek to provide practical solutions.
2. When recruiting, the Federation will ensure equality of opportunity for all applicants. We will endeavour to attract applicants from a diverse talent pool. Steps will continue to be taken to ensure that individuals are selected on merit only. Procedures for short-listing, testing and interviewing will be applied so that applicants are assessed against their skills, abilities, experience and knowledge rather than any irrelevant factors.
3. The Federation will not discriminate in the provision of training or promotion opportunities. Promotions will be monitored and, where appropriate, steps will be taken to ensure there are no unjustified barriers to progression. All staff will be given appropriate access to training to enable them to fulfil their role.
4. The Federation will seek to enable those staff with any disability to carry out their work successfully and in equality with all other staff, through recognition of any

additional support and/or reasonable workplace adjustments they may need to achieve this.

5. The Federation will also ensure that disciplinary, poor performance and absence management procedures and penalties are applied without discrimination, whether they result in warnings, cautions, dismissal or other action.
6. The Federation will ensure that redundancy criteria and procedures are fair and effective and not discriminatory.

### **Consequences of Breach**

Any breach of this policy will be treated as a disciplinary matter and will be dealt with under the terms of the Disciplinary Procedure of the Federation.

### **Communication of this Policy**

The Federation is committed to effective implementation of this policy. The Chair of the Governance Committee is responsible for communicating the policy and ensuring that it is brought to the attention of all staff and that all staff have continuing access to it.

### **Monitoring**

This policy will be reviewed periodically by the Governance Committee to evaluate its effectiveness. It will be amended and updated where necessary and any changes communicated to all staff.

Version 1 - Date of adoption by council: 10 June 2016

Date of Last Review by Governance Committee: 4 April 2022