

**Equality and
diversity policy
of**

**INTEGRATE
INVESTMENT**

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1. Introduction

ININ, as CIPS Approved Study and Examination Centre, is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

ININ, as CIPS Approved Study and Examination Centre, aims to be an inclusive organisation, where diversity is valued, respected and built upon, with ability to recruit and retain a diverse workforce that reflects the communities it serves. Within this framework Integrate Investment provides equality of opportunity and the facilities that it can provide to its diverse workforce and course applicants.

ININ, as CIPS Approved Study and Examination Centre, is committed to high levels of quality assurance and policies that are open, transparent, free from bias and promote equality and diversity.

2. Definitions

1. **Equality** - breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation.
2. **Diversity** - celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Integrate Investment.
3. **Direct Discrimination** - treating a person less favourably because of a particular characteristic covered by discrimination legislation.
4. **Indirect Discrimination** - applying criteria or practice equally to all people but which has the effect of disadvantaging a group of people covered by discrimination legislation and have a detrimental impact on an individual.
5. **Harassment** - unwanted conduct, real or perceived, that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment for them.
6. **Bullying** - a form of harassment which may be related to an abuse or misuse of power.

7. **Victimisation** - treating a person less favourably because they have or intend to make a complaint or allegation or has given evidence in relation to a complaint.

Equality and Diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed and taken account of.

3.Scope

This policy applies to direct employees of the Integrate Investment, workers (engaged through, or by, an employment agency or bureau and supplied to the Integrate Investment on a temporary basis), all job applicants regarding recruitment and all course applicants, including CIPS course applicants.

Where ININ, as CIPS Approved Study and Examination Centre's services are provided by external contractors or third parties on the basis of a specification set by ININ, as CIPS Approved Study and Examination Centre, these contractors or third parties are responsible for adhering to this Equality and Diversity Policy whilst providing services on behalf of us.

This policy applies also to sub-contractors. ININ, as CIPS Approved Study and Examination Centre, will monitor the performance of contractors and/or third parties and take all necessary steps to ensure good performance and compliance with appropriate behaviours. However, if any issues become apparent with regards to diversity or equality in relation to any contractor or third party, these will be taken very seriously by Integrate Investment and raised in the strongest possible terms with the contractor or third party.

4.Policy statement

ININ, as CIPS Approved Study and Examination Centre, is committed to ensuring that diversity and equality is respected and acts of direct or indirect discrimination, harassment, bullying or victimization are forbidden.

Existing members of staff, job applicants, all course applicants or workers are treated fairly in an environment which **is free from any form of discrimination regardless of:**

- a) age;
- b) disability;
- c) gender reassignment;
- d) marriage and civil partnership;
- e) pregnancy and maternity;

- f) race (includes colour, nationality and ethnic origins);
- g) religion and or belief;
- h) sex;
- i) sexual orientation;

In addition, existing members of staff, job applicants, workers or course applicants are treated fairly in an environment which **is free from any form of discrimination regarding:**

- a) caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions.
- b) all employment-related policies, course and CIPS course practices and procedures are applied impartially and objectively;
- c) equality of opportunity to all and to provide staff with the opportunity to develop and realise their full potential;
- d) that Integrate Investment works towards achieving a diverse workforce and diverse course attendees (including CIPS course) at all levels
- e) that employees and all course attendees of Integrate Investment can work in an atmosphere of dignity and respect.
- f) access to learning opportunities is open to all who can benefit without compromising the integrity of the qualifications.
- g) content and language of all written information including course support materials, mock tests, etc. are non-discriminatory and free from social and racial bias or stereotypical wording.
- h) access, where needed, to additional learning support after assessment of individual needs.
- i) access to information regarding all modes of study (guided learning, self-study, with CIPS online platform)
- j) available to all those who are able to achieve the required standards and free from unnecessary.
- k) barriers that restrict access and progression.
- l) ensuring that all course attendees or course applicants and staff know how to offer feedback and register complaints.

ININ, as CIPS Approved Study and Examination Centre, will not tolerate processes, attitudes and behaviour that amounts to direct discrimination, associative discrimination, discrimination by perception indirect discrimination including harassment (harassment by a third party), victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping, etc. ININ, as CIPS Approved Study and Examination Centre, recognizes the importance of monitoring, reviewing and reporting on its equality and diversity policy and practice and to measure progress in meeting CIPS's (UK) policy statement regarding equality and diversity.

ININ, as CIPS Approved Study and Examination Centre, monitors course enrolment and delivery in order to ensure equality and diversity and records prospect's request for information or enrolment in order to improve the quality of delivering course information, induction phase and course delivery methods.

Information provided by job applicants and employees will be dealt with in accordance with the data protection regulations in force and ININ Data Protection Policy, personal information being treated in strict confidence. Effective monitoring is an important tool for measuring progress and in ensuring a truly inclusive working environment.

5. Protection

We expect openness and will support anyone who raises genuine concerns in good faith under this policy even if they turn out to be mistaken.

We are committed to ensuring no one suffers any detrimental treatment as a result of raising a breach of the equality and diversity policy or because of reporting in good faith their suspicion that an actual breach has taken place. Detrimental treatment includes dismissal, disciplinary action, threats, or other unfavourable treatment connected with raising a concern.

If you believe that you have suffered any such treatment, you should inform the Administrator immediately.