

ispb

**Internal Policy  
for  
Equal Opportunities and  
Diversity**

**Version 1**

**Reviewed 16/2/2010**

**Approved 16/2/2010**

ISPB 2006 Ltd

Company Registration No: 7143591. Registered Address 21 Goose Acre, Cheddington

VAT No. 987 3155 77

## Introduction

This policy sets out ISPB's approach to Diversity. All employees and Associates of ISPB are required to adhere to this policy; failure to adhere to this policy will constitute a disciplinary offence. The Managing Director has responsibility for this policy and its implementation.

## Statement of Principles

ISPB is committed to the elimination of discrimination and the promotion of equality of opportunity and diversity in all its activities as an employer, supplier of consultancy services and the user of other businesses and individuals (also see our Equal Opportunities Policy).

ISPB values diversity, believing that diversity of backgrounds brings a variety of ideas, perspectives and experiences that will contribute towards a productive work environment in which talents are fully utilised and the company's objectives met. Equality and diversity is about good employment practice and makes sound business sense. It is our belief that human diversity strengthens and enriches our organisation.

## Legal Framework

ISPB recognises that its employment practices comply with:-

- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Race Relations Amendment Act 2000
- the Disability Discrimination Act 1995
- the Human Rights Act 1998
- the Equal Pay Act 1970

## Operating Principles

We appreciate that each individual is by definition, unique and aim to treat people fairly and to recognise their individual needs, experiences and aspirations.

Employees, job applicants and clients will be treated fairly, openly and honestly, with dignity and respect.

Employment decisions on recruitment, selection for client assignments, training and development, promotion and advancement, discipline and dismissal will be based on merit and the ability to perform the relevant duties required.

Everyone has the right to work and do business in an environment free of unlawful discrimination and harassment. ISPB will not tolerate such behaviour under any circumstances.

Failure to maintain the highest standards of behaviour and specifically any behaviour which constitutes discrimination or harassment will be treated as a serious disciplinary offence.

Any member of staff who believes he or she is being discriminated against, victimised or harassed should raise the matter through the ISPB grievance procedure.

## **Maintaining and Monitoring our Policies**

We recognise that diversity is a key area for the business and one which we continuously need to monitor and improve.

This policy is fully supported and overseen by the company's Managing Director. During the induction process all policies are brought to the attention of new employees. Policies are also available on the company website where they can be readily accessed by all employees and Associates.

All employees and Associates are expected to adhere to the policies and managers will maintain and monitor their application. Any failure to adhere to the policies will be regarded as a disciplinary matter.