

International Lawyers Project (ILP) Equity, Diversity, and Inclusion Policy

Policy Statement

1. ILP is committed to promoting equity, diversity, and inclusion (EDI) in all aspects of our work. We believe that a diverse and inclusive environment, where all are treated with equity, enriches our organisation and enhances our ability to fulfil our charitable objectives. We also believe that every individual deserves to be treated with dignity and respect, and we are dedicated to creating an environment where everyone feels valued and empowered regardless of their background, characteristics or circumstances. As part of this culture of inclusivity, ILP will endeavour to support all its staff as appropriate to optimise their outputs and experience at work, subject to ILP's operational needs and charitable aims.

Objectives of the Policy

2. ILP is committed to embedding EDI principles in all our activities through:
 - a. **Equity:** We aim to eliminate discrimination, harassment and victimisation, ensuring fair and equitable treatment for all those prospective and/or current staff, volunteers, partners, beneficiaries, stakeholders and others who work with or for ILP, or who benefit from our work, in whatever capacity;
 - b. **Diversity:** We celebrate and embrace the diversity of all those who are involved with the work of ILP, recognising that our differences in background, experience, and perspective enrich our organisation and enhance our ability to achieve our mission;
 - c. **Inclusion:** We strive to create an inclusive culture where everyone feels welcomed, valued and able to participate fully, regardless of their differences.

Definition of Discrimination

3. Under UK law, discrimination as defined by the Equality Act 2010 occurs when a person is treated less favourably than another person because of what is known as a 'protected characteristic'. At ILP, wherever legally permitted, we will also treat as discriminatory, inappropriate treatment relating to differences beyond the protected characteristics as identified in clause 5 below.

Types of Discrimination

4. Discrimination can be direct or indirect:
 - a. **Direct Discrimination:** Treating someone less favourably because of a particular characteristic;
 - b. **Indirect discrimination:** Applying an apparently neutral provision, criterion, or practice that disadvantages people with a particular characteristic more than others.

Unlawful Reasons for Discrimination

5. Under the UK's Equality Act 2010, discrimination can arise based on the following protected characteristics:
 - a. Age
 - b. Disability
 - c. Gender reassignment

- d. Marriage and civil partnership
 - e. Pregnancy and maternity
 - f. Race
 - g. Religion or belief
 - h. Sex
 - i. Sexual orientation.
6. Consistent with ILP's values and aims to embed EDI in all our activities, we will not limit our approach to EDI to these legally defined protected characteristics. Wherever legally permitted and when in line with ILP's charitable and operational aims, we will aim to eliminate prejudicial discrimination based on other personal differences, for example socio-economic background or spoken accent.

Recruitment and Staff

7. ILP will ensure in relation to recruitment and selection of staff that:
- a. All parts of the process are fair, transparent, and based on merit;
 - b. Job adverts and descriptions are free from bias and are inclusive;
 - c. Requests for appropriate support from applicants during a selection process will be sympathetically considered.
8. ILP will provide its staff with opportunities for training and career development, based on merit, ability and organisational need without discrimination. This will include appropriate EDI training and development in order to:
- a. Raise awareness and understanding of EDI issues;
 - b. Equip staff and volunteers with the skills to promote EDI;
 - c. Ensure ongoing commitment to EDI principles;
 - d. Empower our staff and volunteers to work effectively with each-other, our partners, clients, beneficiaries and other stakeholders across the globe.
9. ILP is committed to making reasonable adjustments to support our staff and volunteers in performing their role to the best of their ability. Adjustments may be designed to:
- a. Remove or reduce disadvantages experienced by those with disabilities;
 - b. Where reasonably possible, ensure our premises, services, and activities are accessible to all;
 - c. Provide other appropriate support to staff and volunteers to help them perform their roles effectively.
10. ILP staff and volunteers are encouraged to discuss their needs with their line manager or the Executive Director who will treat requests with sensitivity, confidentiality and fairness.
11. In circumstances where ILP is unable to make reasonable adjustments due to resource, cost or other constraints, we will seek to discuss alternative arrangements with relevant staff and volunteers and aim to work with them to reach a fair and workable compromise.

Monitoring and evaluation

12. ILP aims to
- a. Regularly review and update this policy to ensure its effectiveness.
 - b. If necessary for the effective implementation of this policy, to put in place appropriate arrangements to monitor the diversity of our staff, volunteers, beneficiaries and trustees.

- c. As appropriate, to consider collecting other feedback and data to inform our EDI practices.

13. All data collected and held shall be retained in accordance with the **Data Protection & Privacy Policy**.

Responsibility for the Implementation of this Policy

14. Responsibility for the implementation of this policy shall be as follows:
 - a. **Trustees:** Ensure compliance with the policy and integrate EDI into strategic planning;
 - b. **Executive Director:** Provide leadership and support to foster an inclusive workplace culture, ensure this policy is implemented and monitored, provide training and address any breaches;
 - c. **Staff and Volunteers:** Treat others with respect, fairness and dignity, and to actively contribute to creating an inclusive and welcoming environment in accordance with this policy;
 - d. **Partners and Contractors:** Respect the EDI values of ILP both in interactions with ILP staff and volunteers, and also in their interactions with partners and beneficiaries.

Complaints, Grievances and Disciplinary Action

15. ILP is committed to providing a supportive environment where individuals feel comfortable raising concerns about discrimination, harassment, or any other EDI-related issues. All complaints will be taken seriously and handled promptly, sensitively and confidentially in accordance with our **External Complaints Policy, Disciplinary Policy and Procedure, and Grievance Policy and Procedure**. Breaches of this EDI policy will be taken very seriously and may result in disciplinary action.

Review

16. This policy shall be reviewed every 2 years.

September 2024