

Policy title:	Equality and Diversity Policy
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Summary:	<p>Insight Psychological Assessments Ltd is committed to promoting equality, diversity, and inclusion in all aspects of our work. We value the unique contributions of every individual and are dedicated to ensuring that our services, employment practices, and working environment are free from discrimination, harassment, and victimisation.</p> <p>We believe that embracing diversity not only strengthens our organisation but also enhances the quality of psychological assessment services we provide.</p>
Target audience:	All Insight Assessments ' <i>team members</i> ', whether employed, contracted or part-time, paid or unpaid, volunteers, students, and contractors.
Authorised by:	Insight Registered Manager Services
Date issued:	1 st September 2025
Next review date:	31 st August 2026

Version no.	Issue date	Summary of amendments

1. Purpose

The purpose of this policy is to:

- 1.1 Ensure compliance with the Equality Act 2010 and other relevant legislation.
- 1.2 Promote fairness and respect in how we deliver services and engage with clients, staff, and stakeholders.
- 1.3 Create an inclusive workplace where all individuals feel valued and supported.
- 1.4 Provide clear guidance on rights, responsibilities, and expected standards of behaviour.

2. Scope

This policy applies to:

- 2.1 All employees, contractors, associates, and volunteers of Insight Psychological Assessments Ltd.
- 2.2 All applicants for roles within the organisation.
- 2.3 All clients, service users, and partners with whom we engage.

3. Principles

We are committed to:

- 3.1 **Equal Opportunities** – ensuring no one is disadvantaged or treated less favourably on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other protected characteristic.
- 3.2 **Diversity** – recognising, valuing, and celebrating individual differences and ensuring our services are sensitive to the needs of diverse communities.
- 3.3 **Inclusion** – fostering a supportive environment where everyone feels respected, safe, and able to contribute fully.
- 3.4 **Accessibility** – making reasonable adjustments to ensure equal access to our services and employment opportunities.

4. Responsibilities

- 4.1 **Directors/Management** are responsible for ensuring this policy is implemented, monitored, and reviewed.

4.2 **Managers and Supervisors** must promote equality and diversity in their teams, address inappropriate behaviour, and ensure fair practices in recruitment, training, and service delivery.

4.3 **All Staff and Associates** are expected to respect the values of this policy, treat others with dignity, and avoid discrimination, harassment, or victimisation.

5. Service Delivery

Insight Psychological Assessments Ltd will:

5.1 Provide services that are fair, respectful, and accessible to all clients.

5.2 Ensure psychological assessments are delivered with cultural competence and sensitivity.

6. Recruitment & Employment

We are committed to:

6.1 Recruiting, selecting, and developing staff fairly and transparently.

6.2 Providing equal access to training, development, and progression opportunities.

6.3 Making reasonable adjustments for candidates and employees with disabilities.

6.4 Monitoring workforce diversity and addressing underrepresentation where identified.

7. Reporting & Complaints

7.1 Any employee, contractor, or client who feels they have experienced discrimination, harassment, or victimisation is encouraged to raise concerns without fear of reprisal.

7.2 Concerns should be reported to a line manager or Director. Where this is not appropriate, an alternative reporting route will be provided.

7.3 All complaints will be taken seriously, investigated promptly, and handled confidentially.

8. Monitoring & Review

8.1 This policy will be reviewed annually by the Directors of Insight Psychological Assessments Ltd, or more frequently if required by changes in legislation or practice.

8.2 Monitoring of recruitment, training, service delivery, and complaints will be undertaken to ensure the policy remains effective.