



EQUALITY, DIVERSITY AND INCLUSION STATEMENT

1. STATEMENT

This statement outlines the International Federation of Aromatherapists (IFA) commitment to equal opportunities in our employment of staff, appointment of trustees and committee members, its registration of practitioners and qualification providers and all those involved in the delivery of our provision. The IFA will make every effort to prevent discrimination on the basis of the following protected characteristics:

- a) Age
- b) Disability
- c) Gender reassignment
- d) Marriage and civil partnership
- e) Pregnancy and maternity
- f) Race, this includes colour, nationality and ethnic or national origins
- g) Religion or belief
- h) Sex
- i) Sexual orientation

2. IFA RESPONSIBILITY

- 2.1 The implementation of this policy is the responsibility of the IFA Board of Trustees, Committee members and employees.
- 2.2 Administrative responsibility lies with the IFA Chair, Operations Manager and Registrar.

3. STATEMENT OF INTENT

3.1 To ensure the effectiveness of this policy, the IFA will:

- a) provide training and guidance for its Trustees, Committee members and employees, as appropriate, to ensure they are able to discharge their responsibilities in compliance with the Equality Act and IFA's policy
- b) Where appropriate, state our commitment and expectations of the IFA's commitment to equal opportunities in our contracts and recruitments processes
- c) regularly review employment procedures and practices with a view to promoting equality of opportunity and eliminating discrimination
- d) identify possible areas requiring action.

- 3.2 Discriminatory actions or bullying committed by Trustees, Committee members or employees will be taken very seriously and will normally result in disciplinary action being for gross misconduct, which may result in removal or dismissal.
- 3.3 We will strive to ensure our employees do not suffer discrimination by third parties such as registrants, suppliers and visitors. Any such instances must be reported to the Chief Executive Officer.
- 3.3 Any complaints about discriminatory action taken by registrants or qualification providers will be dealt with in accordance with our detailed complaints procedures.

4. MONITORING

The IFA will monitor the implementation of the policy. This will involve the collection of relevant information and statistics on the composition of:

- a) the Board of Trustees and Committees and applicants for any vacancies
- b) employees and job applicants
- c) registrants
- d) qualification providers

Any such information collected will be used solely for monitoring purposes. Arrangements will be made to protect the confidentiality of such information during its collection and retention. See Privacy Policy for more information.

5. REVIEW

This statement will be periodically reviewed.