

Equality, diversity and inclusion policy

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2 Policy statement

IFS recognise that providing equality of opportunity, valuing and embracing diversity, promoting a culture of inclusion, and drawing on the skills, understanding and experience of our employees are vital to our success. The potential rewards of diversity are significant: an organisation that recruits its employees from the widest possible pool will unleash talent and develop better understanding of its stakeholders. It will also enable it better to spot and exploit opportunities. We are guided by our values in everything we do, and recognise that being a diverse and inclusive employer enables IFS not only to be a better employer, but ensures that IFS as an institution better understands society, enabling us to conduct better research and fulfil our obligations as a research institute. We aim to ensure that equality is embedded in all of our activities, policies and decisions and will work with our collaborators to share good practice. We strive to ensure that these are an integral part of all that we do from the recruitment, retention, development and training of all our staff.

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with employee representatives.

2.1 Scope

Every person working at IFS has a personal responsibility for implementing and promoting the Equality, Diversity and Inclusion policy and principles in their day-to-day dealings with each other and with partners and collaborators. Inappropriate behaviour is not acceptable.

The policy applies to managers, employees, research collaborators, contractors, agency staff and anyone else engaged to work at the organisation, whether they are in a direct contractual relationship with the organisation or otherwise.

3 Principles

IFS is committed to promoting equality of opportunity and good relations between employees, encouraging diversity throughout the workforce, and eliminating unjustified discrimination.

The purpose of this policy is to promote equality and fairness for all employees and other stakeholders and to prevent unjustified discrimination on grounds of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex, sexual orientation, or trade union membership/activity.

Selection for employment, promotion, or any other benefit will be on the basis of skill, aptitude and ability. All employees will be helped and encouraged to develop to their full potential and the talents and resources of the workforce will be fully utilised to maximise the performance of the organisation.

In addition to our recruitment, training, and employment practices, equality, diversity and inclusion will be embedded into all of our activities, including in our research and the work that we do, and in internal and external seminars, events and engagements.

When developing new policies or considering changes to an existing one, IFS will consider how it may affect particular groups or individuals.

3.1 IFS commitment

IFS is committed to:

3.1.1 Recruitment

- Advertising and publicising vacancies in a way which encourages applications from all sectors of the population, contingent only on their qualifications for the role.
- Designing a process for applications which allows candidates from all backgrounds to demonstrate their suitability for the job. No one sector of the population will be deliberately disadvantaged or discriminated against in relation to the terms of employment offered or applied to them. IFS will make reasonable adjustments to its arrangements for interviews and to conditions of employment for disabled applicants, as far as practical given the requirements of the role.
- Considering all applications on merit. Each individual will be assessed so far as practicable against a set of objective and transparent criteria which will be directly related to the demands of the particular vacancy.
- Conducting interviews in accordance with the terms and spirit of this policy. The questions asked of candidates will be closely related to the selection criteria and will be asked in order to elicit information which will give a fair assessment of that particular applicant's ability (technical and non-technical) to perform the tasks required by the vacancy.
- As far as possible, asking job applicants to supply information on gender, ethnicity and disability for monitoring purposes. This information will not be seen by those involved in the selection process, and only aggregate data will be used for monitoring.
- Taking positive action where necessary to make sure opportunities are offered on a fair and equal basis.

3.1.2 Employment

- Complying with our legal obligations in a transparent manner. IFS will take all reasonable action to ensure that terms and conditions of employment/appointment/engagement are not offered on discriminatory grounds and are in accordance with this policy.
- Creating an environment in which individual differences and the contributions of all employees are recognised and valued.

- Ensuring that no employee or person associated with IFS is treated less favourably than another in relation to their employment/appointment/engagement because of their membership of any protected characteristic group. No job requirement, criterion or practice that has a disproportionate and detrimental effect on one section of the workforce shall be applied unless it can be justified in relation to the job.
- Providing a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated. Any employee who receives treatment they believe to be discriminatory or who has a complaint with regards to harassment should raise the matter through the IFS Dignity at Work policy.
- Providing equal pay for equal work and operating a fair and transparent pay and performance assessment system where reward is based on objective criteria free from all forms of unfairness or bias. Where differentials cannot be substantively justified, IFS will take appropriate action to address them.
- Making relevant training, development and progression opportunities available to all employees.
- Treating any proven breaches of the Equality Policy as misconduct and subject to disciplinary proceedings.
- Reviewing employment practices and procedures to ensure fairness, and also updating them and the policy to take account of changes in the law.
- Gathering information about the protected characteristics of individual employees. This information will be used to monitor our success in recruiting and retaining people from different groups in society. Reporting aggregate information, where appropriate.
- Incorporating equal pay principles across the organisation, making available to employees information about how their pay is determined, and keeping employees informed of pay and reward policy development.

3.1.3 Research agenda and external engagement

- Considering diversity in the public policy issues and research topics we choose to focus on, and considering how our research might contribute to broader public policy discussions around equality: this may include, for example, looking at the outcomes for different groups of tax and benefit reforms.
- Ensuring that our events and activities are as inclusive as possible. This involves ensuring appropriate and suitable access for people who have a disability, enabling participation by other groups, for example those with caring responsibilities or who are not able to travel to the event; this might include streaming the event or putting materials online.
- Considering the diversity of speakers across our programme of events, and inviting relevant speakers from a range of backgrounds to speak at internal IFS seminars.

3.2 Staff accountabilities and responsibilities

All employees have a responsibility to:

- Treat others with dignity and respect at all times, regardless of seniority or role within the organisation.
- Foster an environment where everyone is treated fairly and feels included and where diversity is celebrated.
- Cooperate with measures introduced by IFS that promote equality, diversity and inclusion and prohibit discrimination.
- Behave in a manner that complies with this policy.
- Advise IFS if they are aware of any discriminatory conduct, either against themselves or any third party that contravenes the spirit of this policy.

4 Review

IFS will review, on an annual basis at a senior management meeting, the application of this policy, in particular as it relates to staff and to recruitment.

5 Policy review

5.1 Summary of reviews

Date	Reviewed by	Issues found	Action taken	Notes
18/10/2022	EH	N/A	N/A	Reviewed policy but no changes needed.

5.2 Log of changes made

Date	Changes made	Changes made by	Major or minor change?	Approved by (major changes only)
7/11/2022	Edit to section 3.1.1 to correct ungrammatical sentence.	EH	Minor	N/A