

Equal opportunities policy

The Institute of Highway Engineers is committed to equality of opportunity for all applicants for membership and for Professional Review and the removal of any barriers which might prevent applicants from achieving their full potential.

- All staff undertake to promote equality of opportunity within their areas of responsibility and are issued with copies of this policy.
- All Officers and elected representatives undertake to promote equality of opportunity within their areas of responsibility.
- All members and others conducting Professional Reviews on behalf of the Institute undertake to promote equality of opportunity in so doing.
- All members conducting assessment for vocational qualifications for which the Institute acts an Assessment Centre undertake to promote equality of opportunity in so doing.
- The Institute provides reliable and impartial advice to applicants, their employers other interested parties on training and assessment programmes and on available qualifications.
- The Institute provides reliable information to candidates, employers and other interested parties on routes to membership, the conduct of the Professional Reviews and registration with the Engineering Council.
- IHE publications will seek to promote diversity and the Institute undertakes to encourage under-represented groups to join and contribute to the profession.
- Membership criteria, and criteria for assessment at Professional Review are free from any form of direct or indirect discrimination.
- Professional Reviews are conducted so as to be free from any form of direct or indirect discrimination.
- Staff and members are sensitive to the special needs of those with physical or sensory disabilities and will provide any necessary support for their learning and/or assessment to the extent that does not contravene the requirements of any external registration or awarding body. Applicants are encouraged to state any special requirements so these can be accommodated for wherever possible.
- The Institute undertakes to provide fair and accurate reports on individuals' progress where requested by themselves or by employers (where appropriate).

Race Equality

Under the Race Relations (Amendment) Act 2000, the Institute is named as a regulatory authority with statutory obligations above those required of other employers or institutions. These obligations require IHE:

1. to record the ethnic origin of all staff and all applications for jobs and to publish an annual report of this;
2. to publish a plan setting out how IHE will promote equality of opportunity for election to membership. This requires some form of ethnic monitoring.

Staff

The Equal Opportunities Policy forms part of all employees' induction.

IHE's recruitment and selection procedures and criteria will ensure that individuals are selected, promoted and treated solely on the basis of their merits and abilities. Procedures for staff recruitment are set out in the Policy and Procedures Manual. Staff should report any harassment or discrimination to the Secretary. The Staff Committee will decide on action in the light of the Secretary's investigation.

