

National Association of Licensed Paralegals

Equality and Diversity Policy

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This Policy should be read in conjunction with the Equal Opportunities and Fair Access Policy.

The National Association of Licensed Paralegals (NALP) is committed to a set of core values in which to work and promote the interests of its Members, Learners, Centres, Staff and Board Members ('stakeholders'). The NALP will at all times ensure that all stakeholders will be treated fairly and in accordance with strict anti-discriminatory practices on all levels.

The NALP embrace a policy of equality and diversity for all people, in order for it to fulfil its aims and objectives of providing a self-regulatory membership body for the setting of standards with a code of conduct for its Members, and as an academic awarding body to provide qualifications, training and continual professional development opportunities that are accessible to all.

The NALP shall at all times act with integrity in promoting its stakeholders' best interests by being open and transparent in all that we do.

The NALP will evaluate its performance against the criteria set out in its Equality and Diversity Policy and its Equal Opportunities and Fair Access to Assessment Policy to offer equality of opportunity and will ensure that the principles outlined herein are carried into every area of the NALP's work.

The NALP's core values are:

Inclusivity (to embrace equality and diversity by meeting our commitment to equality of opportunity)
Transparency
To act with Integrity
To be Progressive in our thinking
Member Focused

Please see the NALP's action plan on equality and diversity to ensure adherence to its duty under the law and its own commitment to ensure people's equality.

Equality and Diversity Action Plan 2012

1. Policies & Procedures Objectives	Actions		Responsibility	When
1.0	All board members and management to consider E&D in all strategic plans	Agenda item at all meetings	Chairs of the Boards	On-going
1.1	E&D objectives encompassed in all staff, learner and centre handbooks	E&D to be an integral part of individual and collective objectives	CEO	To be reviewed annually
1.2	Assessment of policies and procedures	Carry out surveys/questionnaires to identify any differential treatment or effect. If differential treatment is identified-review and rectify policies accordingly.	AB and EB Chairman/ CEO	Bi-annually
1.3	Ensure HR policies adhere to anti-discriminatory practices	Monitor disciplinary and grievance processes by race, disability, age and gender. Take appropriate action when required.	CEO	Annually

2. Suppliers/ outside agencies Objectives	Actions		Responsibility	When
2.0	Ensure consideration is given to obtaining a diverse range of suppliers	Review and monitor criteria for selection of suppliers and other outside agencies to ensure equality and diversity in approach	Business Development	On-going at selection and reviewed annually

3. 3 rd Parties Objectives	Actions		Responsibility	When
3.0	Monitor centre comments	Invite comments and record them- act on any issues that arise	Admin/EB/CEO	On-going-review results

4. Members/Learners Objectives	Actions		Responsibility	When
4.0	Monitor diversity of members/learners	Keep records of the diversity of its members/learners in terms of personal data and geographical location	Admin/membership	Report annually to the Academic Board, and the EB
4.1	Monitor any actual or perceived barriers to access to assessment	Invite comments from learners/centres and members	Membership/AB/BD	Report as and when a barrier is found

4.2	Set up focus group to represent members/learners views on satisfaction	Invite via the website members to join a focus group	Business Development	Initiate by 02/12
4.2	Monitor and evaluate learners results including any gender/age/ethnic group etc differences	Identify any trends and address any imbalances	SW to report to Academic Board	Annually-Report to EB

5. Staff Objectives	Actions		Responsibility	When
5.0	Encourage E&D in recruitment practices	Policies to promote the principles of E&D to ensure a diversified work-force	CEO	Review annually
5.1	Ensure monitoring of any E&D issues	Ensure that staff handbooks emphasis a commitment to equal treatment in employment, promotion and training.	CEO	Review annually

6. Assessment Objectives	Actions		Responsibility	When
6.0	Fair access to assessment opportunities to NALP qualifications are monitored	Data collation and dissemination to AB	SW/Chairman AB	On-going-Report to EB by AB Annually
6.1	E&D objectives encompassed in all product	E&D to be an integral part of individual and	AB	To be reviewed annually

	development including qualifications	collective objectives		
6.2	All centres monitored to ensure adherence to this and the EOFA Policy	Carry out surveys/questionnaires to identify any differential treatment or effect. If differential treatment is identified-review and rectify policies accordingly.	AB and EB	Annually