



Institute for  
Advanced Learning  
& Metacognition

**INSTITUTE FOR ADVANCED LEARNING AND METACOGNITION**

*Advancing the Science of Learning*

# Equal Opportunities Policy

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Policy and Procedures

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## Document Control

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## Approval and Review

Approved by	Role	Date	Signature
Fabian Lord	Chair of the Board of Trustees	24 <sup>th</sup> June 2026	

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## 1. Purpose

The Institute for Advanced Learning and Metacognition (IALM) is committed to promoting equality of opportunity and fostering an inclusive environment for all individuals associated with the Institute. As a professional research and educational body, we believe that diversity of perspective, background and experience is essential to advancing the understanding of learning and metacognition.

The purpose of this Equal Opportunities Policy (the “Policy”) is to:

- ensure that no individual is unfairly discriminated against on the basis of a protected characteristic;
- promote a culture of respect, dignity and inclusion across all IALM activities;
- provide a framework for fair and objective decisions regarding membership, employment and engagement; and
- comply with the Equality Act 2010, and to take positive steps that go beyond the minimum the law requires.

## 2. Scope

This Policy applies to members at every grade, trustees, employees, volunteers, consultants, advisers and any individual representing the Institute. It covers all aspects of IALM’s operations, including:

- membership admissions, renewals and upgrades;
- recruitment and selection of staff, trustees, advisers and volunteers;
- the provision of educational resources, training and workshops;
- the conduct of research and professional collaboration; and
- governance, committee and advisory appointments.

## 3. Legal framework

IALM adheres to the Equality Act 2010, which protects individuals from discrimination on the basis of the following protected characteristics:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including colour, nationality, and ethnic or national origin);
- religion or belief;
- sex; and

- sexual orientation.

## 4. Our commitments

### 4.1 Membership and admissions

Decisions regarding membership grades (such as AIALM, MIALM and FIALM) are based solely on the individual merits of each application — including the applicant’s relevant skills, competencies, professional experience and alignment with IALM’s objectives. No applicant will receive less favourable treatment on the basis of any protected characteristic.

### 4.2 Accessibility and reasonable adjustments

IALM is committed to making reasonable adjustments so that individuals with disabilities can participate as fully as possible in the Institute’s activities. Applications from individuals with disabilities are considered on exactly the same basis as those from other applicants. In particular, we aim to:

- ensure our digital resources and online platforms are accessible;
- provide appropriate support or alternative formats for educational materials; and
- ensure physical venues for workshops and events are accessible.

### 4.3 Recruitment and professional development

IALM aims to attract a diverse range of talent. Recruitment processes for staff, trustees, advisers and volunteers will be fair, transparent and based on merit. We are committed to supporting the development of all those associated with the Institute, with equitable access to training and advancement opportunities.

### 4.4 An inclusive environment

IALM adopts a zero-tolerance approach to harassment, bullying and victimisation. Everyone is expected to treat others with dignity and respect, as set out in the IALM Members’ Charter. We strive to create an environment in which everyone feels valued and able to contribute to the advancement of learning.

## 5. Roles and responsibilities

- **The Board of Trustees** holds ultimate responsibility for the implementation and oversight of this Policy.
- **Those with operational leadership responsibility** are responsible for ensuring equality of opportunity is integrated into the Institute’s day-to-day practices and culture.
- **All members, staff and volunteers** are responsible for upholding the principles of this Policy in their interactions and professional conduct.

## 6. Reporting and monitoring

Anyone who believes they have been subjected to unfair discrimination, harassment or victimisation should raise their concern through the IALM Complaints Policy or, where appropriate, the Disciplinary procedures. All concerns will be investigated thoroughly and handled with sensitivity and confidentiality.

IALM will periodically review its procedures and, where appropriate and using anonymised information, monitor the effectiveness of this Policy and identify areas for improvement.

## 7. Related policies and legislation

- Equality Act 2010;
- IALM Members' Charter;
- IALM Conflicts of Interest Policy;
- IALM Safeguarding Children Policy;
- IALM Privacy Policy; and
- IALM Complaints and Disciplinary procedures.

## 8. Monitoring and review

This Policy will be reviewed by the Board of Trustees at least every three years, or sooner if required by changes in legislation or regulatory guidance, to ensure it remains current and effective.