

# BHASVIC

## EQUALITY, DIVERSITY AND INCLUSIVITY POLICY

**Last Updated:** JULY 2014

**Review Date:** NOVEMBER 2017



# EQUALITY AND DIVERSITY POLICY

## 1. POLICY STATEMENT

**1.1** The College is committed to ensuring that all actual or potential members of the College<sup>1</sup> are treated equally, regardless of: age; disability; family responsibility; marital status; race; colour; ethnicity; nationality; religion or belief; gender including gender re-assignment; sexual orientation; trade union activity; unrelated criminal convictions; other relevant criteria.

## 2. POLICY SCOPE

**2.1** The purpose of this policy is to establish clear College guidance regarding equality and to establish policy aims, key actions and monitoring arrangements for the College. This policy applies to all actual or potential members of the College plus visitors to the College.

**2.2** The Equality & Diversity Policy should be read in conjunction with the College's Single Equality Scheme and Safeguarding Policy which outlines how the College will develop, implement, monitor and review its work towards achieving equality respectively for people who have one or more of the nine protected characteristics as defined in the Equality Act 2010 in respect of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

## 3. POLICY AIMS

**3.1** The College aims to create and sustain an inclusive work and learning environment which provides equality of opportunity for everyone and the chance to celebrate diversity

**3.2** The College will seek to challenge inequality, prejudice and discrimination (2).

**3.3** The College embraces diversity in all its aspects, and aims to reflect the composition of the community it serves.

**3.4** The College will treat all its members with respect and dignity, and seek to provide an environment free from harassment, discrimination and victimisation. The College will not tolerate any form of discriminatory behaviour against its members, either from other members, or from members of the public.

**3.5** In seeking to reflect the composition of the community, the College will ensure that no member of the College or applicant will be disadvantaged, or treated less favourably. Reasonable adjustments will be made to arrangements and premises to ensure access for disabled members of the College or potential members of the College.

**3.6** In order to ensure that all members of the College and potential members of the College are treated with equality and fairness at all stages, and that their treatment is based solely on objective criteria, the College will ensure that equality issues are embedded into all its policies and procedures.

## 4. MAKING THE POLICY WORK

### 4.1 Managers

**4.1.1** The Corporation designates the Principal as having overall responsibility for Equality and Diversity issues. full stop

**4.1.2** The College will appoint an Equality and Diversity Officer who will be line managed by the Deputy Principal. The Equality and Diversity Officer will be a member of the Premises Team.

**4.1.3** Managers are responsible for the implementation of this policy, procedures and guidelines with their staff; and visitors to the College. The College is responsible for providing managers with the necessary resources and training. It falls, in particular, on College managers to set the standards and do all they can to ensure that all members of the College and potential members of the College are treated fairly, encouraged to disclose individual needs and are given the support and respect they need to do their jobs and learn.

They should:

- Ensure that members of staff are aware of this policy and that it is referred to when appropriate, in discussions during the induction process and at probation and PDR reviews and at other relevant

meetings

- Implement the policy within their areas of responsibility and provide appropriate awareness and direction on the key issues
- Always seek advice and guidance from the Equality and Diversity officer or the relevant member of the Senior Management Team when in any doubt about the implementation of the policy
- Ensure that all members of staff are aware of the adDeputy and support available via the Equality and Diversity Officer and related serDeputys such as the Counselling SerDeputy k available (contact details available on BHASVIC Central and in the Staff Handbook).

**4.1.4** The Deputy Principal will ensure that the Equality and Diversity Self Assessment Report and Action Plan, together with the results of Equality and Diversity monitoring are presented annually to JUMCOG, the Human Resources Committee and Quality and Curriculum Committee. The relevant chairs will ensure that these reports are brought to the attention of the Corporation.

**4.1.5** Infringements of the Equality and Diversity Policy and complaints relating to Equality and Diversity will be dealt with via the Grievance and Disciplinary Policy and procedures and the Dignity at Work Policy and procedures [staff] and Complaints Policy and procedures [students and parents]

## **4.2 All Staff**

**4.2.1** All members of staff need to help create a climate of inclusivity which embraces diversity and challenges inequality, prejudice and discrimination.

**4.2.2** All members of staff should have an awareness of the Equality and Diversity Policy, and the College's Single Equality Scheme.

## **5. Monitoring and Review of Policy and Scheme**

**5.1** The College undertakes to conduct comprehensive and effective monitoring of all aspects of staffing and the student body in relation to Equality and Diversity.

**5.2** After an employment relationship has ended, the College may retain statistics, data about the composition of the workforce, including appraisal and promotion records on an anonymous basis for the purpose of carrying out equality and diversity monitoring, and will also look at reasons for resignation and resignation rates.

**5.3** Monitoring and data protection will be undertaken in accordance with best practice recommendations, particularly from the Equality and Human Rights Commission (EHRC)..

**5.4** The College undertakes to follow positive action measures allowed by law to rectify disadvantages in employment and other imbalances in College membership revealed by monitoring. Notwithstanding this, the College is committed in regard to its staff and Corporation membership, to appointing the best applicant in every case, irrespective of any characteristic falling within the terms of this policy.

Positive action, allows the College to:

- provide facilities or serDeputys
- meet the special needs of people from particular under-represented groups
- encourage applications from groups that are under-represented in particular areas of work or the curriculum
- in the case of staff, to target job training at particular groups that are under-represented in a particular area of work.

**5.5** Positive action strategies are intended to be temporary measures only. They must be kept under regular review, and they cannot be used once the special needs have been met, or if under-representation no longer exists. The College will ensure that when using positive action as a strategy, it falls within the law. 'Positive action' will not be taken without first consulting the Chair of the College's Human Resources Committee.

**5.6** The Deputy Principal and the College's Equality and Diversity Officer will advise on matters related to Equality and Diversity and will intervene where necessary to ensure the Policy is followed.

## **6. Related Documents**

- Complaints Procedure

- Dignity at Work Policy
- Disciplinary (Misconduct and Capability) Policy and Procedures
- Equalities Act 2010
- Grievance Policy
- Instrument and articles of government
- Safeguarding Policy
- Single Equality Scheme
- Staff Code of Conduct
- Whistle Blowing Policy
- Student Financial Support Policy

1 'Members of the College', 'membership', or 'members' means Governors, Staff and Students

2 The term 'discrimination' is used in this document to mean less favourable treatment of an individual on any of the grounds listed in Section 1.1.