

Equality Policy

1. **Author;** Director of Quality Improvement and Student Support
2. **Date;** April 2017
3. **Date of last review;** April 2016
4. **Next review due;** April 2018
5. **High Level Strategic Objectives this Policy feeds in to;**
 - 5.1. To provide an outstanding and personalised student experience
Develop an aspirational culture which encourages high expectations of outcomes for our students and inspires them to reach their full potential.
 - 5.2. To maintain a highly skilled and motivated staff
No direct feed.
 - 5.3. To provide a high quality learning environment
No direct feed.
 - 5.4. To focus on growing the College
No direct feed.
 - 5.5. To ensure financial viability and sustainability
No direct feed.
6. **Legislative Framework that this Policy relates to;**
 - 6.1. Equality Act 2010
7. **Links to other Policies and Procedures that may be relevant to the reader;**
 - 7.1. Prevention of Harassment and Bullying policy and procedures
 - 7.2. Recruitment and admissions policy and procedures
 - 7.3. Staff recruitment procedures
 - 7.4. Maternity/ paternity policies
 - 7.5. Employment related concerns procedures
 - 7.6. Public Interest Disclosure (Whistleblowing) policy
 - 7.7. Transgender Policy
8. **Policy Statement**
 - 8.1. All existing and potential employees and students will experience equality of opportunity and parity of treatment. No one will knowingly be disadvantaged or treated less favourably because of characteristics protected in law or requirements that cannot be justified. The College will seek to make reasonable adjustments to its arrangements and premises with a view to avoiding disadvantages for people with protected characteristics in law. Reasonable adjustments will be made to ensure that individuals are treated equally and fairly and that decisions taken on student recruitment, staff recruitment, selection, training, promotion, career management and on the termination of employment or study are based solely on

objective job or course related criteria.

9. Policy Standards

- 9.1. Moulton College will work towards the achievement of appropriate standards in relation to its Equality, Diversity and Inclusion work.
- 9.2. The College has made a commitment to embed Equality, Diversity and Inclusion (EDI) across all areas of its business in order to meet the overall objective to achieve equality of opportunity in everything the business does. An EDI Steering Group will oversee and monitor progress of an EDI action plan.
- 9.3. Progress with the action plan will be reported to the Board of Governors annually.
- 9.4. The College has established employment-related policies and procedures which reflect its commitment to the promotion and embedding of equality, diversity and inclusion that will assist it in achieving and retaining a diverse workforce. All applicants for posts at the college will be informed that the college promotes good practice in equality of opportunity and operates an equality policy designed to encompass those groups who are traditionally under-represented in the further education sector. If there is a genuine occupational requirement, as defined by legislation for a particular post or training place which limits applications to a particular gender or race, this will be clearly stated in any advertisement or job specification.
- 9.5. Where possible the College will make reasonable adjustments for employees with physical disabilities and/or learning difficulties. Where a member of staff becomes disabled during the course of employment, the College will, where reasonably practicable, make adjustments to the working environment to sustain employment.
- 9.6. The college will seek to ensure, through the monitoring of its recruitment activities and the terminology and images used in its advertisements, that applicants for employment from under-represented groups and non-traditional areas are not deterred from pursuing employment opportunities with the College.
- 9.7. The selection and interview process will be objective and deal only with the applicant's suitability for the post and ability to fulfil the requirements of the role. The College operates best practice by offering constructive feedback to all candidates invited for interview at the college.
- 9.8. The College actively supports the development of its staff. All staff are encouraged to discuss their career prospects, training needs and aspirations with College Managers annually through the performance and development review process. The College is committed to maintaining recognised standards in relation to staff development and will, where possible, ensure that all agreed training needs are met.
- 9.9. Individual staff review will be based upon personal and professional development against agreed objectives.
- 9.10. Where a member of staff maintains, after due consideration, that they have been discriminated against by the College they should, in the first instance, discuss the matter with their line manager who will seek a solution. If the matter discussed is not resolved at this point the employee may address the matter through the normal published employment related concerns procedures.
- 9.11. The College is committed to ensuring that teaching, learning and assessment are available and accessible for a broad range of students. This will be achieved through diverse marketing and admissions arrangements; the provision of different modes of attendance; the use of a range of teaching and assessment methods and media; the delivery of a diverse curriculum and the provision of a broad range of student support services which cater for students with diverse needs.
- 9.12. All applicants for courses will be informed that the College promotes good practice in equality of opportunity and operates an equalities policy designed to encompass those groups traditionally under-represented in enrolments in further education. If

there is a genuine occupational requirement, as defined by legislation for a training place which limits applications to a particular gender or race, this will be clearly stated in any prospectus or course specification.

- 9.13. Where possible the College will make reasonable adjustments for students with physical disabilities and/or learning difficulties.
- 9.14. The College will seek to ensure, through the monitoring of student recruitment, the terminology and images used in its prospectus, that students from under-represented groups and non-traditional backgrounds are not deterred from pursuing educational opportunities at the College.
- 9.15. Where a student maintains, after due consideration, that they have been discriminated against or treated less favourably they should, in the first instance, discuss the matter with their course manager who will seek a solution. If the matter discussed is not resolved at this point the student may take up the matter through the normal published complaints procedure.
- 9.16. The College has established systems and procedures to ensure effective overall monitoring of its policies and action plans. All monitoring will be in compliance with the Data Protection Act 1998.
- 9.17. The effectiveness of employment policies will be monitored. In particular records of the protected characteristics of employees and job applicants will be kept and analysed and appropriate actions planned and implemented.
- 9.18. The effectiveness of student recruitment will be monitored. In particular records of protected characteristics will be kept and analysed. Student success rates will be analysed and appropriate action planned and implemented.
- 9.19. If the monitoring process indicates any areas where discrimination, harassment or victimisation may be occurring, appropriate action will be taken.
- 9.20. The College works in partnership with a broad range of other institutions and agencies to provide its services and support its community in achieving social and community cohesion. The College will seek to ensure, so far as is reasonably practicable, that its partners adopt the same commitment to equality, diversity and inclusion as the College.

10. Responsibilities

- 10.1. The Director of Quality Improvement and Student Support, on behalf of the Corporation, shall have overall responsibility for the operation of this policy and will convene and chair the EDI steering group.
- 10.2. All managers have a responsibility to ensure that the policy is carried through effectively, by giving active support to the policy and ensuring it is understood and implemented by employees and students under their supervision. They should encourage employees and students to inform them of any instances of discrimination, and ensure that these are reported to Human Resources in respect of staff and Student Services in respect of students. All matters will then be reported to the Director of Quality Improvement and Student Support who will, if appropriate, investigate and report the outcome.
- 10.3. The EDI steering group will be responsible for monitoring the implementation of the policy against set targets and objectives.
- 10.4. All employees have personal responsibility for the practical implementation of the policy, which extends to the treatment of fellow employees, students and others in contact with the College.
- 10.5. All students have a personal responsibility for the practical implementation of the policy, which extends to the treatment of other students, employees of the college and other people with whom they have contact within the College.

11. Related Procedures

- 11.1. Prevention of Harassment and Bullying policy and procedures
- 11.2. Recruitment and admissions policy and procedures
- 11.3. Staff recruitment procedures
- 11.4. Maternity/ paternity policies
- 11.5. Employment related concerns procedures
- 11.6. Complaints policy
- 11.7. Transgender policy

12. Appendix 1 – Equality Impact Assessment

An Equality Impact Assessment is not required for this policy.