

Equality, Diversity and Inclusion Policy

Prepared by:	Director of People & Culture	
Policy Approved by:	Senior Leadership Team	03/12/13 02/05/17 22/05/19 24/08/21
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1. Purpose

The college shall ensure that all colleagues, learners, governors, and people who have contact with the college are treated in a way that conveys equality, diversity, and inclusion in all its activities. This policy sets out the college's commitment to equality, diversity, and inclusion, both as an employer and as a service provider, and supports the development of inclusive and supportive learning and working environments for all learners and colleagues where all individuals have the opportunity to fulfil their potential.

2. Legislation

2.1 The Equality Act 2010 consolidates previous equality legislation into one Act, which protects staff, learners, and recipients of services from unlawful discrimination, harassment, and victimisation on the basis of certain characteristics: Gender, Age, Disability, Gender identity, Race, Religion or Belief, Sexual Orientation, Marriage and Civil Partnership (in employment only) and Pregnancy and Maternity.

2.2 The public sector equality duty set out in the Equality Act 2010 requires public bodies, in the exercise of its functions, to have 'due regard' to the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

3. Policy Statement

3.1 The college will treat colleagues and learners with respect and dignity and provide a working and learning environment free from unlawful discrimination, harassment, or victimisation. To this end, within the framework of the law and best practice, the college is committed, wherever practicable, to employing a workforce and recruiting learners which reflect the local community.

- 3.2 The college aims to foster and encourage the learning and personal growth of all its colleagues and learners in a welcoming, accessible, and stimulating environment, promoting and celebrating diversity. The College will strive to create an open, disciplined, and caring community by emphasising the personal achievement of every learner and staff member.
- 3.3 No colleague or job applicant, learner, or course applicant, will be disadvantaged or treated less favourably because of conditions or requirements which cannot be reasonably justified. Appropriate action will be taken to ensure that individuals are treated equally and fairly.
- 3.4 The college will not tolerate any form of behaviour or activity that discriminates on the grounds of sex, race, age, disability, sexual orientation, gender identity, pregnancy, and maternity, being married or in a civil partnership, religion, or belief. Such acts will be dealt with as misconduct under the college's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- 3.5 The college will ensure that reasonable adjustments are made, as appropriate, to enable disabled colleagues and learners to overcome substantial disadvantage in the working and learning environment, and in the use of recreational facilities provided by the College.
- 3.6 The College has produced a Strategic Equality Plan and the Department of People and Culture will monitor its progress.
- 3.7 The college facilitates colleague and learner networks to support certain groups.

4. Implementation of Policy

The College's Equality and Diversity Committee oversees the operation of the Equality and Diversity policy, though recognises that each member of staff and learner needs to comply with these behaviours.

5. Responsibilities

5.1

Governors are responsible for ensuring that:

- The college's strategic equality plan includes a commitment to equality
- Equalities training features as part of the college's strategic equality plan
- They are aware of the college's statutory responsibilities in relation to equality, diversity, and inclusion as an employer

5.2 The senior post holders are responsible for taking the lead in creating a positive, inclusive ethos that challenges inappropriate or discriminatory behaviour in relation all protected characteristics on the part of managers, colleagues, and learners

5.3 Directors/Managers are responsible for ensuring that:

- they are aware of the college's statutory duties in relation to equality, diversity, and inclusion
- all aspects of college policy and activity are sensitive to issues of all protected characteristics
- the procedures for the recruitment of colleagues and learners, and the promotion of colleagues, demonstrate best practice in equal opportunities
- the college's publicity materials present appropriate positive and non-stereotypical messages about people from diverse backgrounds
- appropriate learning and development is provided to support the appreciation and understanding of diversity.

5.4 Colleagues are responsible for ensuring that:

- they are aware of the college's statutory duties in relation to equality, diversity, and inclusion

- they may challenge or report inappropriate behaviour by learners, work placement providers, outside contractors or other colleagues
- the college, and each of its individual colleagues whenever practicable, confront or report discrimination on the grounds of equality, diversity, and inclusion whether intentional or unintentional including any that occurs on social media, whenever it occurs
- All colleagues should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow colleagues, customers, suppliers and the public.

5.5 The Director of People and Culture will be responsible for ensuring that fair and adequate arrangements exist for both effectively handling and recording all aspects of the employment relationship, including recruitment and selection. Colleagues should be encouraged to inform the Department of People and Culture or their line managers of any instances of discrimination, so that all allegations are investigated with the assistance of the Department of People and Culture.

5.6 The Assistant Principal for Learner Experience will be responsible for ensuring that fair and adequate arrangements exist for both effectively handling and recording all aspects of the learner experience, including recruitment. Learners should be encouraged to inform their course tutor or any manager of any instances of discrimination, so that all allegations are investigated.

5.7 Disciplinary action will be taken against any colleague who does not comply with these requirements

6. Learning and Development

6.1 The responsibilities in relation to equality, diversity and inclusion will be positively incorporated into learning and development at all levels.

6.2 The College will make opportunities for training, development, and progress available to all colleagues, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

- 6.3 This commitment includes training for managers and all other colleagues about their rights and responsibilities under the equality, diversity, and inclusion policy. Colleagues are required to conduct themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

7. Welsh Language

All correspondence will be sent to individuals in their preferred language, as identified on Itrent. If a face-to-face meeting is required, this too will be conducted in their preferred language. The college will make use of a simultaneous translator if required.

8. Monitoring

- 8.1 The effectiveness of the employment policies and practices of the college will be monitored by quantitative and qualitative analysis. In particular, records of the gender, marital status, age, sexual orientation, gender identity, religion or belief, ethnicity and disablement of employees, job applicants and learners will be kept. Monitoring will be in compliance with the Data Protection Act 2018 and the General Data Protection Regulation.

- 8.2 The Equality and Diversity Committee will produce an annual equality, diversity and inclusion report including quantitative and qualitative data together with recommendations for improvement. This report will be evaluated by the Senior Leadership Team and the Corporation Board and will be published accordingly.

9.0 Review and consultation

- 9.1 The policy will be made available to all colleagues and learners.
- 9.2 This Policy will be reviewed on a regular basis in accordance with legislative developments and within the guidelines of good practice in the College.
- 9.3 As part of the review the College will seek and consider the views of stakeholders including learners, work placement providers, the local consultation/negotiating arrangements within the College, and appropriate equality bodies.

10.0 Links to other policies:

This policy should not be read in isolation but cross-referenced with all relevant College policies and other policies agreed by the corporation. These may include:

- Anti -bullying and Harassment Policy
- Maternity Policy
- Paternity Policy
- Parental Leave Policy
- Flexible Working Policy
- Code of Conduct
- Disciplinary and Grievance Policies
- Learner Complaints policy