



EQUALITY, DIVERSITY AND INCLUSION POLICY AND PROCEDURE

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1. Policy Statement

- 1.1 Whilst this policy aims to work towards establishing equality, diversity and inclusion for College staff, volunteers and job applicants, our over-riding policy statement refers to both our learning and working environment.
- 1.2 Portsmouth College aims to create a culture of mutual inclusiveness and support for diversity, underpinned by mutual respect and trust, where all students and staff are able to achieve their full potential. The Governors and senior leaders are committed to fostering a stimulating, supportive and inclusive learning and working environment that is free from discrimination, harassment and bullying.
- 1.3 Portsmouth College recognises the potential that all people bring to the workplace and learning environment, regardless of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief or absence of religion or belief, or sexual orientation.
- 1.4 The Senior Leadership Team acknowledges that simply having diversity in the organisation is not enough; we must create an environment where all staff and students can contribute their best work and feel part of an inclusive community.
- 1.5 In order to attract, recruit, develop and retain the very best people at all levels in the organisation, we are committed to respecting and embracing talent and working to support a culture that is inclusive and reflective of our vision and values.
- 1.6 The Senior Leadership Team and Board of Governors recognises the importance that equality legislation has to play in promoting equality and eliminating unlawful discrimination, and will always work within or beyond the legislative framework of the Equality Act 2010, in order to create an inclusive community for all.

2. Aims

- 2.1 Our aim is to be a learning organisation where people feel involved, respected and connected to our success. By engaging with the uniqueness, talents, beliefs, backgrounds, capabilities and ways of working of individuals, joined in a common endeavour to create a culture of belonging within which people are valued and respected, creates a respectful working environment for all.
- 2.2 Our approach to equality, diversity and inclusion is based on the following key principles:

Equality – We review ways to promote equality for all by striving to remove barriers, eliminating discrimination and ensuring equal opportunity for all groups of individuals.

Diversity – We appreciate each person as an individual. Our success is built on our ability to embrace diversity and we believe that everyone should feel valued for their contribution. We value our diverse local community and continue to work with local groups to help support us reach our key diversity principles.

Inclusion – We create a working culture where differences are not merely accepted but valued; where everyone has the opportunity to develop in a way that is consistent with our vision and values.

3. Scope

- 3.1 This applies to all employees of Portsmouth College and unless otherwise stated, any reference to employees includes potential employees, former employees, full-time and part-time employees, as well as agency workers, College volunteers, temporary workers and contractors.

4. Policy Requirements

- 4.1 No job applicant, employee or volunteer should receive less favourable treatment on grounds of sex, race, age, ethnic origin, marital status, pregnancy or maternity, civil partnership status, gender re-assignment, religion or belief, sexual orientation, disability or work status (e.g. part-time / full-time). This will be achieved by ensuring our practices and policies are free from discrimination.
- 4.2 Equality, diversity and inclusion should be promoted in the workplace.
- 4.3 We should contribute to generating similar attitudes to ours, in terms of equality, diversity and inclusion, within the wider community.
- 4.4 Fair and equitable treatment should be the hallmark of every aspect of working life at Portsmouth College, from our written procedures through to every decision we make.
- 4.5 We work to create a culture where employees recognise the value that a diverse and inclusive workforce brings to the organisation and where colleagues, learners, contractors and visitors are treated with dignity and respect;
- 4.6 We aim to create an environment where anyone believing they have been subjected to discrimination, victimisation or harassment in the workplace, is entitled and feels safe to raise such concerns. We are committed to ensuring that the process for dealing with such concerns is straightforward and will be addressed in a compassionate, efficient and timely manner.

5. Roles and Responsibilities

- 5.1 The Board of Governors has ultimate responsibility for ensuring the College meets the commitments detailed in this policy.

The Senior Leadership Team are responsible for:

- Providing visible leadership on equality and diversity and on the implementation of this policy
- Championing diversity, inclusion and equality so that staff and students work and learn in a healthy, non-discriminatory and welcoming environment.
- Ensuring that College managers work in partnership with employees and learners to create and sustain an inclusive working and learning environment where everyone's unique contribution is valued

- Ensuring that decisions affecting employment, training, promotion and career development are based on an individual's ability and genuine occupational requirements
- Reviewing this policy and its practical application (in conjunction with the HR Director) and making any updates to continue to work towards identifying and eliminating any discriminatory practices
- Providing employees and managers with the appropriate information, via this policy, training and by setting high standards on equality, diversity and inclusion in the workplace
- Making adjustments to meet the needs of disabled employees, where reasonable and practicable to do so, in conjunction with the HR Director and Health and Safety Officer
- Ensuring that all publications and publicity material reflects, in the language and images used, the diversity of our staff and learners.

College managers are responsible for:

- Actively supporting equality, diversity and inclusion and ensuring that all staff are valued and treated with dignity and respect and addressing issues should this not be the case
- Complying with relevant legislation by requiring all staff meet the minimum standards of behaviour and conduct in relation to how to treat their colleagues and other people that they have contact with as part of their work at Portsmouth College.

The HR Director is responsible for:

- Keeping all related procedures under review and monitoring employment practices
- Measuring, monitoring and benchmarking the College's demographic profile and reporting trends to the Senior Leadership Team and Board of Governors
- Providing relevant advice and supporting managers in championing diversity across the College.

Staff are responsible for:

- Familiarising themselves with this policy and acting in accordance with Portsmouth College's commitment to equality, diversity and inclusion at all times
- Treating everyone with respect and helping to create an environment that is free from discrimination and/or harassment of any kind
- Being sensitive to the potential impact of their behaviour on others
- Working in partnership with College management to create and sustain an inclusive working environment in which everyone's unique contribution is valued
- Co-operating with managers in the elimination of any discriminatory practise and/or harassment that may be identified.

6. Implementation

Recruitment and Selection

- 6.1 The College's recruitment and selection process will be free from bias and discrimination, as documented within our Recruitment and Selection Procedure. Recruitment procedures will be conducted objectively and any decisions regarding an applicant's suitability for a post will be based upon specific, non-discriminatory job related criteria.
- 6.2 We will ensure fair treatment through the recruitment process by:
- Checking that job descriptions and person specifications are relevant and non-discriminatory
 - Ensuring that wording and images used in job adverts complies with legislation
 - Shortlisting all and only those people whose skills and qualifications most closely match the person specification
 - Asking fair and objective questions at interview and ensuring that any additional interview activities that job applicants are asked to undertake, are relevant to post and are fair and objective
 - Keeping records of the recruitment and selection process, including interviews
 - Monitoring recruitment and selection to ensure equality of opportunity throughout the process and taking steps to eliminate discriminatory practices.

Employment Terms and Conditions

- 6.3 The terms and conditions of employment for staff working in sixth form colleges are negotiated nationally by the National Joint Council for Staff in Sixth Form Colleges, and produce separate documentation for teaching and support staff. The Corporation of Portsmouth College works to broaden and enhance these terms and conditions by producing additional policies and procedures for staff to operate within.
- 6.4 Terms and conditions of employment, to include pay and benefits, will be offered fairly and equitably to staff. Terms and conditions of employment for part-time employees will be provided on a pro-rata basis to full-time employees. Similarly, the terms and conditions for temporary staff will be comparable with those given to permanent staff, except when different treatment can be objectively justified.

7. Raising a Complaint of Discrimination

- 7.1 If a member of staff has a complaint relating to discrimination in the workplace, they are encouraged in the first instance to seek advice and/or support from their line manager. Where appropriate, resolving complaints informally should always be encouraged. The member of staff should raise the matter under the College's Grievance Procedure. A copy of the Grievance Procedure can be found on Hermes (staff intranet) or from the Personnel Department. Advice can be sought from the HR Director.
- 7.2 Any member of staff who is found to have committed an act of discrimination, or breached this document in any other way, will be subject to action under the

College's Disciplinary Procedure, up to and including dismissal. The College's Disciplinary Procedure can be found on Hermes or from the Personnel Department.

- 7.3 Any allegations of harassment or bullying will be dealt with in accordance with the College's Harassment and Bullying Policy and Procedure for staff, which can be found on Hermes or from the Personnel Department.
- 7.4 The Governing Body and Senior Leadership Team of Portsmouth College will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination, and will take appropriate and swift action where necessary.
- 7.5 If a job applicant wishes to complain about the College's recruitment and selection procedures in general, or his/her application for a specific post, he/she should write to the HR Director who will arrange for the matter to be investigated and for the complainant to receive a written response. If the complaint is against a member of the Personnel Department, it will be dealt with by the Deputy Principal.

Reference

Please refer any comments or queries regarding this document to: Personnel Department. E-mail: personnel@tpc.ac.uk

This document is available from the Personnel Department in large print or digital format.

<u>Associated College Documents</u>	
Name of Document	Author
Code of Conduct	HR Director
Grievance Procedure	HR Director
Disciplinary Procedure	HR Director
Harassment and Bullying Procedure for Staff	HR Director
Appendix 4 – Professional Duties for Teaching Staff	National Joint Council for Staff in Sixth Form Colleges – Teaching Staff Conditions of Service Handbook