

## ORIEL COLLEGE

### Equality and Diversity Policy

#### 1. Purpose and Scope

The purpose of this policy is to communicate the College's commitment to equality of opportunity in employment and study, with the aims of ensuring that all employees, students and applicants are treated fairly and equally, and of supporting the College's objective to provide a working environment and place of learning that is free from all forms of discrimination.

The Equality and Diversity Policy applies to all members of the College community, which includes academic and non-academic staff, students, agency workers, temporary workers and contractors. The policy will be reviewed annually to ensure continued compliance with current legislation, and therefore may be amended from time-to-time. College members will be informed when any amendments are made. A copy of the current version of the policy is available on the College website and also on WebLearn.

The policy is non-contractual and does not form part of an employee's terms and conditions of employment. This means that the policy is applicable to everyone at all times, regardless of whether it has been amended since they joined the college.

Questions regarding the Equality and Diversity policy or its application should be directed to the HR department (employees) or the Senior Tutor (students). A list of contacts can be found at the end of this document.

#### 2. Policy Statement

##### 2.1 General

The College is committed to providing equality within its community. All opportunities for, and during, employment and study will be afforded to individuals fairly and irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief, or sexual orientation (the "protected characteristics"). We aim to create a working and learning environment that is free from discrimination and harassment in any form, in which employees, students, customers and suppliers are treated with dignity and respect.

The College welcomes and respects diversity amongst its students, Fellows, employees and visitors, and recognises the particular contributions to the achievement of its educational purposes that can be made by individuals from a wide range of backgrounds and experiences.

## **2.2 Staff**

The College will not unlawfully discriminate in any arrangements it makes for recruitment and selection or in the opportunities for employment, study, training, or any other benefit. All decisions will be made fairly and objectively. We aim so far as is reasonably practical to ensure that all our working practices are applied fairly and consistently, and wherever necessary we will take reasonable steps to avoid or overcome any particular disadvantage these may cause, and to promote equality.

## **2.3 Students**

The College seeks to attract applicants of the highest ability and potential regardless of their background, including parental status and school type. Decisions on the admission of students will be based on the individual merits of each candidate and the application of selection criteria appropriate to the course of study. The College aims to provide education of excellent quality at undergraduate and postgraduate level for intellectually able students, whatever their background.

The Equality and Diversity Policy applies to recruitment and admissions, to teaching, learning and assessment, and to scholarships, grants and other awards under the College's control. It also applies to welfare, disciplinary and support services, to college accommodation and other facilities, to health and safety, to personal conduct, to student complaints and disciplinary procedures, to student progress including retention and withdrawal, and to the development and training of academic staff.

## **3. Specific Responsibilities**

The Governing Body has overall responsibility for the effective operation of the Equality and Diversity Policy. The Governing Body is also responsible for ensuring compliance with the Equality Act 2010 and associated legislation, and for observing relevant codes of practice. The Governing Body and its committees are responsible for providing mechanisms through which the College's objectives for equal opportunities and diversity can be achieved.

The Equality Committee, chaired by a member of the Governing Body, is responsible for considering all existing and emerging equality legislation, and for the development of policies for recommendation to the Governing Body. The members of the Committee include the Senior Tutor, Tutor for Graduates, Tutor for Admissions, Senior Dean, Student Support Officer, HR Manager and Treasurer, together with undergraduate, graduate and staff representatives. The Committee monitors the effectiveness of equality-related policies, and facilitates consultation with Fellows, employees and students. The Committee also reviews the provision of support services to employees and students with regard to harassment and bullying issues, childcare, disabilities and other protected characteristics, and specific access needs. Every year, the Committee submits an Equality Report to the Governing Body containing an analysis of equality-related issues.

The HR department is responsible for reviewing the Equality and Diversity Policy, and for ensuring that employment-related policies, procedures and practices adhere to the Policy.

All members of the College community have a duty to comply with its equality policies. They have a responsibility not to discriminate against or harass other employees, and to report any such behaviour of which they have become aware to their manager, tutor, HR department or other senior confidant.

All college employees with managerial responsibility are responsible for implementing the Equality and Diversity Policy. They will be informed of their responsibilities under the policy, and must apply the policy as part of their day-to-day activities.

#### 4. Forms of Discrimination

The following are forms of discrimination that this policy aims to avoid:

**Direct discrimination** – occurs when a person is treated less favourably because of a protected characteristic that they either have or are thought to have.

**Indirect discrimination** – occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a protected characteristic.

**Harassment** – Harassment involves inappropriate actions (or omissions), behaviour, comments or physical contact that violates an individual's dignity at work, or creates an intimidating, hostile, degrading, humiliating or offensive working environment, taking into consideration the perception of others and whether such behaviour should reasonably be expected to have that effect.

**Associative discrimination** – occurs when an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

**Perceptive discrimination** -- occurs when an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when in fact they do not have that protected characteristic.

**Victimisation** – occurs when an employee is subjected to a detriment, such as being denied training or other support because they have made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so.

**Failure to make reasonable adjustments for persons with disabilities** – occurs where a physical feature or provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and there has been a failure to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

## **5. Dignity at Work**

The college has a separate Bullying and Harassment policy, which can be found on the college web site and on WebLearn.

## **6. Visitors, suppliers, and other people not employed by the College**

The College will not discriminate unlawfully against visitors seeking to use our facilities or services. All members of the College should report any instances of discrimination against visitors, suppliers and other people.

## **7. Creating Equal Opportunities in the College**

There are a number of ways in which the College strives to ensure equality of opportunity.

### **7.1 General**

The college takes reasonable steps to protect employees and students from discrimination, and in the event of a complaint the College will take appropriate action to prevent, as far as possible, a further occurrence. All members of the College are encouraged to report any incidents or inappropriate or unacceptable behaviour in the College, whether on or off the premises, including at social events (whether organised by the College or not) or at formal or informal events involving employees, students, visitors or other College-related contacts.

### **7.2 Staff**

#### *7.2.1 Recruitment and Selection*

Recruitment and Selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based on specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude and ability. We will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not substantially disadvantaged.

#### *7.2.2 Career Development and Training*

All employees will be given an appropriate induction to enable them to fulfil the responsibilities of their role.

All employees will be encouraged to develop their full potential, and the college will not unreasonably deny an employee access to training or other career development opportunities. These will be identified as part of an ongoing performance management process (PDR) and will be determined objectively, taking into account the needs of the College and available resources.

Selection for promotion will be based on objective criteria, and decisions will be made on the basis of merit.

### *7.2.3 Terms and Conditions*

The terms and conditions of employment will be applied fairly, and benefits and facilities will be made available to all staff who should have access to them as appropriate. The College operates a pay and benefits system that is transparent and free from bias to ensure that all employees are rewarded fairly. Terms and conditions for part time staff will be provided on a pro-rata basis to full time employees.

### *7.2.4 Employment Policies and Practices*

The College aims to ensure that employment policies and practices, including any rules or requirements, do not directly or indirectly discriminate and are applied in a non-discriminatory manner. In particular, we will ensure that all disciplinary decisions are fair and consistent.

### *7.2.5 Equal Opportunities Monitoring*

The college will monitor the effectiveness of this policy to ensure it is achieving its objectives. As part of this process we will monitor:

- The composition of job applicants and decisions in recruitment
- The composition of our workforce
- Access to training, promotion and other opportunities and benefits
- The impact of our employment policies, including use of the disciplinary and grievance procedure
- Dismissals and other terminations

Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

## **7.3 Students**

### *7.3.1 Admission of students*

The college admissions procedures follow the University's Common Framework, which aims to attract applications from the most academically able individuals, irrespective of background, and to ensure that candidates are selected for admission on the basis that they are well qualified and have the greatest potential to excel in their chosen course.

All those involved in making undergraduate admissions decisions are required to have completed a training course on interviewing for undergraduate admissions, which includes a component on unconscious bias.

The college runs an outreach programme to support potential applicants from schools and areas that are currently under-represented at Oxford.

### 7.3.2 Equal Opportunities Monitoring

On an annual basis, the college will review equality data on current students as well as on applicants for admission to undergraduate and graduate courses.

Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

## 8 Raising a complaint of discrimination

This policy statement is supported by College policies and procedures for Fellows, staff and students. It applies both to direct and indirect discrimination. Any breach of this policy may result in disciplinary action up to and including dismissal. The College encourages any prospective or current student, Fellow or member of staff who has a complaint concerning a breach of this policy to bring such a complaint to the College.

The College also takes seriously any malicious or, in its opinion, unwarranted allegations of discrimination and will take appropriate action, including disciplinary action, where necessary.

The procedures for dealing with concerns about breaches of this policy are set out below.

### 8.1 Staff

If you believe that you have been the victim of discrimination, you should raise the matter in accordance with the College Grievance Procedure. If you believe you have been subject to harassment you are encouraged to raise the matter under the College Bullying and Harassment Policy.

Any employee who is found to have committed an act of discrimination, or breached this policy in any other way, will be subject to action under the College Disciplinary Procedure up to and including dismissal.

Non-employees, e.g. contractors, will be subject to appropriate formal action that may, depending on the circumstances, include terminating any contract or agreement.

### 8.2 Students

#### a) Current students

Allegations of harassment and bullying are covered by the College Bullying and Harassment and Policy. Information about additional resources available within the University, including the Harassment Advisor Network, can be found at <https://www.admin.ox.ac.uk/eop/harassmentadvice>

Complaints about equality and diversity issues related exclusively to college matters should be taken up with the relevant College Officers (a full list can be found in the College's Memorandum).

Other complaints should be directed to the *Vice-Provost*.

## b) Applicants

Queries about admissions should be directed to:

The *Tutor for Admissions* for undergraduate admissions;  
The *Tutor for Graduates* for postgraduate admissions.

## 9 Contacts

HR department: [hr.manager@oriel.ox.ac.uk](mailto:hr.manager@oriel.ox.ac.uk)

Vice Provost: [vice.provost@oriel.ox.ac.uk](mailto:vice.provost@oriel.ox.ac.uk)

Senior Tutor: [senior.tutor@oriel.ox.ac.uk](mailto:senior.tutor@oriel.ox.ac.uk)

Tutor for Admissions: [admissions@oriel.ox.ac.uk](mailto:admissions@oriel.ox.ac.uk)

Tutor for Graduates: [tutor.graduates@oriel.ox.ac.uk](mailto:tutor.graduates@oriel.ox.ac.uk)

College policies and procedures are available on the college web site and/or on WebLearn:

<http://www.oriel.ox.ac.uk/policies-and-procedures>

<https://weblearn.ox.ac.uk/portal/site/:colleges:oriel>