



Oriel College

UNIVERSITY OF OXFORD

EQUALITY AND DIVERSITY POLICY

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A. Introduction

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.

B. Information Security Classification

As an important commitment to promoting equality and diversity within the College community, this policy will be posted online on the College's website.

C. Delegated Authority

The Governing Body has overall responsibility for the effective operation of this Equality and Diversity Policy. The Governing Body is also responsible for ensuring compliance with the Equality Act 2010 and the Public Sector Equality Duty 2011 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 and Diversity Committee, chaired by the Provost and comprising members 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 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.

An Equality Report is submitted by the Equality and Diversity Committee to the Governing Body annually, containing an analysis of the College's performance against its objectives for equal opportunity and inclusivity.

The HR department is responsible for ensuring that employment-related policies, procedures, and practices adhere to this policy.

D. Policy Statement

The College is committed to promote equality within its community. All opportunities for, and during, employment and study will be afforded to individuals fairly and irrespective of age, disability, gender identity, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief, or sexual orientation.

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.

Promoting Equality and Diversity among staff

The College will not unlawfully discriminate in any arrangements it makes for recruitment and selection or in the opportunities for employment, training, or any other benefit. All decisions will be made fairly and objectively.

We aim so far as is reasonably practicable 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.

Promoting Equality and Diversity among the student body

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, College accommodation and other facilities, health and safety, personal conduct, student progress and retention, and to the development and training of academic staff.

E. Definition of Terms

The College recognises the following as forms of discrimination which are unacceptable (this list is not exhaustive):

"Direct Discrimination"

A person is treated less favourably because of a protected characteristic that they either have or are thought to have.

"Indirect Discrimination"

A case in which 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 because of 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.

“Victimisation”

Occurs when an employee or student is subjected to detrimental treatment, such as being denied training, or other opportunities or support, because they have made or supported a complaint, or raised a grievance, under the Equality Act 2010 (or are suspected of doing so).

“Failure to make reasonable adjustments for persons with disabilities”

This will have occurred 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. There will have been a failure to make reasonable adjustments to enable the individual with a disability to overcome this disadvantage.

F. Procedure

The following reflect the College’s aim to promote equality and diversity within all areas of its communal life.

Dignity at Work

The College has a separate **bullying and harassment policy**, which can be found on the College website and from the governance officer (governance@oriel.ox.ac.uk).

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. Requests to hold events or use College facilities will be treated fairly and objectively at all times, and according to College operational priorities and needs.

All members of the College should report any instances of discrimination against visitors, suppliers, and other people.

Promoting Equal Opportunities in College

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 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.

Staff**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 make

appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not substantially disadvantaged.

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.

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.

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.

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.

Students

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 area of study.

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.

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.

G. Scope

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 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.

H. Training and Responsibilities

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

New employees are required to complete an online training course on workplace inclusion and diversity, which includes an understanding of protected characteristics and identifying and responding to differing kinds of harassment.

Students are given talks on promoting diversity and inclusion as part of the "fresher's week" itinerary.

I. Internal Help and Raising Concerns

Raising a complaint of discrimination

This policy 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 and 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 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.

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 (such as contractors) will be subject to appropriate formal action that may, depending on the circumstances, include terminating any contract or agreement.

Students

Allegations of harassment and bullying are covered by the College **Bullying and Harassment Policy**. Information about additional resources available within the University, including the Harassment advisor network, can be found at <https://edu.admin.ox.ac.uk/university-policy-on-harassment>.

J. Consequences of Non-Observance

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.

Penalties for confirmed student instances of harassment are found in the College's **Bullying and Harassment Policy**.

K. Further Help

Questions regarding admissions should be directed to the Tutor for Admissions (admissions@oriel.ox.ac.uk) for undergraduate admissions, or the Tutor for Graduates (tutor.graduates@oriel.ox.ac.uk) for graduate admissions.

Students may raise any concerns they have with the Senior Tutor (senior.tutor@oriel.ox.ac.uk).

Staff members are advised to contact the Head of HR (hr.manager@oriel.ox.ac.uk) with any concerns relating to this policy.

L. Reference

This policy should be read in conjunction with the following College policies:

- Disciplinary Procedure
- Bullying and Harassment Policy

Copies of all policies may be available on request from the Governance Officer (governance@oriel.ox.ac.uk).