



EQUAL OPPORTUNITIES POLICIES AND ACTION PLANS

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1. Equal Opportunities Policy Statement

1.1 The College will work to remove any barriers, real or perceived, which might deter people of the highest ability from applying to the College, either as staff or students. The College aims to provide an inclusive environment which values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential.

Our Commitment

1.2 No prospective or actual student or member of staff will be treated less favourably than any other, whether before, during or after their study or employment at the College on one or more of the following grounds, except when such treatment is within the law and determined by lawful requirements: age; colour; disability; ethnic origin; marital status; nationality; national origin; parental status; race; religion or belief; gender; sexual orientation; or length or type of contract (e.g. part-time or fixed-term).

1.3 With regard to staff, this policy applies to (but is not limited to) advertising of jobs and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures and to termination of employment.

1.4 With regard to students, this policy applies to (but is not limited to) admissions, to teaching, learning and research provision, to the giving of scholarships, grants and other awards under the College's control, to student support, to College accommodation and other facilities, to health and safety, to personal conduct and to student complaints and disciplinary procedures.

1.5 In order to realise its commitment, the College will:

- promote the aims of this policy;
- be proactive in eliminating discrimination, including harassment and bullying, through training and the production and dissemination of codes of practice and guidance;
- have regard to its obligations under relevant legislation, including the requirement to carry out impact assessments in certain areas, and for its policies, codes of practice and guidance to mirror the same and be changed to meet the demands of new legislation;
- whilst acknowledging that they are not legally binding, have regard to any Codes of Practice issued or adopted by the Commission for Equality and Human Rights;
- make this policy, as well as all codes of practice and guidance, available to all staff and students; and
- regularly review the terms of this policy and all associated codes of practice and guidance.

Scope

1.6 This policy applies to all members of the College, students, Fellows and staff, whether permanent, temporary, casual, part-time or on fixed-term contracts, to job applicants, to student applicants, current and former students, to associate members and to visitors to the College.

1.7 This policy statement is supported by the codes of practice for staff and students, the University's code of practice on harassment, and the following policies:

- Race equality
- Disability equality
- Gender equality
- Age equality
- Religion and belief equality
- Sexual orientation equality

1.8 Complaints regarding the College Equal Opportunities Statement or Policies are to be raised with the Bursar who will present them to the College Welfare Committee in the first instance for consideration.

1.9 A table outlining equality law is at Annex A and further information on the general principles of equality law can be found at: <http://www.admin.ox.ac.uk/eop/universityofoxfordequalitypolicy/>

2. Race Equality Policy

2.1 The College is committed to promoting equality of opportunity and good race relations and avoiding racial discrimination. This policy has been developed with regard to the guidance and code of practice issued by the Commission for Racial Equality.

2.2 Commitment

- The College will ensure that in the conduct of all its activities, steps are taken to avoid the occurrence of racial discrimination, whether direct or indirect, and to promote good relations between different racial groups.
- Any discriminatory behaviour, including harassment or bullying by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action, which may include expulsion or dismissal.

2.3 Consultation

- At all stages in the implementation and review of this policy, consultation will be a key feature. This will include all staff and students and in particular those from different racial groups, students, union representative bodies, and other interested and relevant groups within the College.

2.4 Community partnership

- The College will incorporate into the development and implementation of outreach activities, an awareness of the need to promote good race equality and good relations between different racial groups.

2.5 Guidance, support and training

- Guidance, support and training will be provided to members of staff to ensure that the College's commitment to race equality is fully achieved. The purpose of training is to

inform individuals and also to ensure that principles underlying the Race Equality Policy underlie decision-making processes throughout the College.

2.6 Monitoring and auditing

- The College has in place arrangements to monitor, by reference to different racial groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are collated by the Academic Registrar and HR Manager and reported to the General Purposes Committee and Governing Body.
- In addition to the monitoring and assessment arrangements already in place, the College will consider procedures to ensure that such additional monitoring is undertaken as is necessary to ensure that the College is able to identify possible improvements in its practices, whether in relation to management and governance; admissions, access and participation; students' support and guidance; behaviour and discipline; partnership and community links; staff recruitment, training and career development; and service delivery.
- The College's Race Equality Action Plan sets out in greater detail the way in which arrangements for monitoring are to be developed in the years 2013/14 and 2014/15.

2.7 Responsibilities

- The Governing Body both by itself and through the General Purposes Committee is responsible for securing compliance with the general and specific duties and for overseeing implementation of the Action Plan.
- The Principal is responsible for providing leadership in the promotion and implementation of the Action Plan.
- Because of the importance attached to these issues, the General Purposes Committee is responsible to the Governing Body for the development, implementation, monitoring, prioritisation and review of equal opportunities policies and plans generally.
- All managers have a duty to take forward specific actions under this policy as identified in the action plan in addition to the general duties under the Act.

2.8 Contractors and service providers

- The College's procurement policies will address, where appropriate the obligation to promote race equality and good relation between different racial groups.

2.9 Publication

- The College will publish the race equality policy and action plan and will update these policies in the light of the annual review. It will also publish the results of monitoring and assessments, including information on consultation undertaken as part of the assessment process.

2.10 Review

- The Race Equality Policy will be reviewed annually to assess its effectiveness. General Purposes Committee will undertake the review during Trinity Term and report its findings to Governing Body.

3. Racial Equality Action Plan

Subject	Action	Completion
<p>Policy Development and Review</p>	<p>Because of the importance attached to these issues, the College has decided that the General Purposes Committee (GPC), chaired by the Principal, should have responsibility for the development of the College's policy on racial equality. The GPC will consider the College's racial equality policy and progress on the plan, including ongoing or continuing items, once a year at the Hilary Term meeting attended by the Academic Registrar and HR Manager.</p>	<p>Hilary 2015 and ongoing</p>
	<p>The GPC will have overall responsibility for coordination of policy development and the identification of priorities, and will report to the Governing Body on an annual basis.</p>	<p>Immediate and ongoing</p>
	<p>The College will incorporate race equality planning into strategic planning and policy development.</p>	<p>Immediate and ongoing</p>
	<p>Governing Body and GPC will embed consideration of race equality issues and the duty to promote race equality in the development of policies and procedures at all levels.</p>	<p>Immediate and ongoing</p>
	<p>The College will review college regulations, student disciplinary procedures, and student complaints procedures to ensure that all procedures are fair and equitable and consistently implemented.</p>	<p>Student disciplinary procedures reviewed 2013/14</p>
	<p>The College will review staff disciplinary and grievance procedures to ensure that all procedures are fair and equitable and consistently implemented.</p>	<p>Ongoing</p>
	<p>The College will review its code of practice on harassment for both staff and students.</p>	<p>2014/15</p>
	<p>The College will review its procurement policies.</p>	<p>2014/15</p>
<p>Review Student Support</p>	<p>The College will ensure that its procedures for allocating student accommodation are fair and equitable</p>	<p>Accommodation is allocated by ballot when necessary</p>

	The College will ensure that its procedures for distributing bursaries, scholarships and hardship funds are fair and equitable	Ongoing - kept under review by Senior Tutor	2
	The College will review its provision of student pastoral support and welfare services to ensure that these are equally accessible to all members of the college community, to promote good relations between different racial groups.	Ongoing - kept under review by Senior Tutor & Dean	3
Staff Recruitment and Selection	The College will review its procedures for the recruitment and selection of college employees in order to ensure equality of opportunity	Ongoing arrangements in place	1
Consultation	The College will review its arrangements for consultation particularly with students to ensure that ethnic minority staff and students are consulted in the development and maintenance of the Race Equality Policy.	Student survey	1
Governing Body Fellows	The College will review its procedures for the election of Governing Body Fellows to ensure that decisions are made fairly and equitably	Governing Body Fellows are elected by Governing Body	2
Graduate Admissions	The College will review its procedures for selecting graduate students to ensure that decisions are made fairly and equitably.	All students selected according to current admissions system	1
Monitoring Arrangements	Ensure that the following functions are subject to monitoring: <ul style="list-style-type: none"> • Staff selection and progress (college appointments only) • Staff grievances, discipline and access to training (college appointments only). • Student admissions, progress and performance. • Student complaints and discipline 	Ongoing	1
Publication	The College will publish the Race Equality Policy and Action Plan on the College's website, and bring to the attention of all staff and students that this has been done.	On Website	1
Guidance, Support and Training	The College will: <ul style="list-style-type: none"> • review the training opportunities available to all of its staff and introduce additional provision where necessary or desirable • assist in the dissemination of information, briefing material, guidance and advice from the University 	Ongoing	2
Race Equality Action	The College will review its publications to promote access and participation among students of diverse ethnic and faith groups	GTC is a multi-racial and multi-faith community. Its aim is to reflect the	3

		diversity of its members in all its publications	
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NB: Priority Grading

1. Imperative in order to comply with specific statutory duties
2. Strongly recommended in order to address areas of significant risk in relation to public complaint or legal liability
3. Recommended for consideration
4. Activities that colleges may be undertaking or wish to undertake that signal commitment to the spirit of the Race Relations Act
5. Organisational proposals to facilitate development and implementation of the RRA requirements

4. Disability Equality Policy

- 4.1 Green Templeton College is committed to promoting and implementing equality for disabled students, staff and applicants. The College and the University offer support and advice. The College is not liable for the accuracy or appropriateness of advice given by a University body, but believes that the resources provided by the University may be useful to College members.
- 4.2 Disabled students can get advice from the OUSU Vice President for Welfare and Equal Opportunities. The University's Diversity & Equal Opportunities Unit is able to offer guidance and advice to colleges on University policies. The College designated link officer for student disability matters is the Student Administrator. The Junior Deans, the GCR Vice President Welfare and Welfare Officers can also be consulted. The College also has a designated contact at the University Counselling Service.
- 4.3 Investigations into claims of harassment are carried out as set out in the College Policy on Harassment
- 4.4 The University offers training in best practice for those involved in the admissions process, recruitment and selection, management and teaching.

5. Gender Equality Policy

- 5.1 Green Templeton College is committed to promoting and implementing equality for students, staff and applicants regardless of their gender.
- 5.2 The College and University offer support and advice. The College is not liable for the accuracy or appropriateness of advice given by a University body, but believes that the resources provided by the University may be useful to College members. The University Diversity Office and student representatives are able to provide guidance and advice. The GCR President and Junior Deans can be consulted.

5.3 Investigations into claims of harassment are carried out as set out in the College Policy on Harassment.

5.4 Advice on childcare is available from the University's Childcare Officer or on the Childcare website where full details of University nursery and child-minding provision, advice on staff and student funding, and application forms are available

6. Age Equality Policy

6.1 Green Templeton College is committed to promoting and implementing equality for students, staff and applicants regardless of their age.

6.2 The College Policy on retirement is as follows:

- Following the removal of the Default Retirement Age, employees may retire at any specific age. Consequently line managers need to talk to employees to understand their intentions.
- An employee who decides to retire is required to formally resign from their post, submitted in writing, and provide the notice specified in their contract of employment in the normal way.

6.3 The College is able to provide support and advice. Other vehicles are available via the central University. The College is not liable for the accuracy or appropriateness of advice given by a University body, but believes that the resources provided by the University may be useful to College members.

6.4 The University's Diversity & Equal Opportunities Unit is able to offer guidance and advice to colleges on University policies.

6.5 Investigations into claims of harassment are carried out as set out in the Policy on Harassment.

6.6 The University offers training in best practice for those involved in the admissions process, recruitment and selection, management and teaching.

7. Religion and Belief Equality Policy

7.1 Green Templeton College is committed to promoting and implementing equality for students, staff and applicants regardless of their religion or belief.

7.2 The College and the University offer support and advice. The College is not liable for the accuracy or appropriateness of advice given by a University body, but believes that the resources provided by the University may be useful to College members.

7.3 The Pastoral Advisor and Laing Fellow is available equally to those of faith (not just Christian faith) and to those of none, whether students, fellows or staff.

7.4 Unlike many other colleges, Green Templeton does not have a chapel. Students and members of staff at Oxford will find that there are a wide variety of places of worship in and around the City centre. In addition to Anglican chapels and churches, there are places of worship for: Buddhists, Jews, Hindus, Methodists, Muslims, Quakers, Roman Catholics and Sikhs in Oxford.

7.5 The University's Diversity & Equal Opportunities Unit is able to offer guidance and advice to colleges on University policies.

7.6 Investigations into claims of harassment are carried out as per the College's Policy on Harassment.

7.7 The University offers training in best practice for those involved in the admissions process, recruitment and selection, management and teaching.

8. Sexual Orientation Policy

8.1 Green Templeton College is committed to promoting and implementing equality for students, staff and applicants regardless of their sexual orientation.

8.2 The College and the University offer support and advice The College is not liable for the accuracy or appropriateness of advice given by a University body, but believes that the resources provided by the University may be useful to College members.

8.3 For students, the Junior Deans, the GCR Vice President Welfare, Welfare Officers and student LGBTG Rep can be consulted. For staff, including college staff the University operates a Staff LGBTQ Network. The Network is particularly useful for organising social events, as a forum for discussion as well as networking. The Network mailing list is secure and personal information is safeguarded under the Data Protection Act 1998. An email address ending in '.ac.uk' is required to join the mailing list.

8.4 The University's Diversity & Equal Opportunities Unit is able to offer guidance and advice to colleges on University policies.

8.5 Investigations into claims of harassment are carried out as per the College's Code of Practice on Harassment.

8.6 The University offers training in best practice for those involved in the admissions process, recruitment and selection, management and teaching.

9. Action Plan for Equality Policies 4 - 8

Subject	Action	Completion	Priority
Policy Development and Review	Because of the importance attached to these issues, the General Purposes Committee (GPC), chaired by the Principal, will consider the College's equality policies and plans, including	Immediate and ongoing	5

	<p>ongoing or continuing items, once a year at the Hilary Term meeting attended by the Academic Registrar and HR Manager.</p> <p>The GPC will have overall responsibility for coordination of policy development and the identification of priorities, and will report to the Governing Body on an annual basis.</p> <p>Governing Body and GPC will embed consideration of equality issues and the duty to promote equality in the development of policies and procedures at all levels</p> <p>GPC will review college regulations, student disciplinary procedures, and student complaints procedures to ensure that all procedures are fair and equitable and consistently implemented</p> <p>The College will review staff disciplinary and grievance procedures to ensure that all procedures are fair and equitable and consistently implemented</p> <p>The College will review its code of practice on harassment for both staff and students</p> <p>The College will review its procurement policies.</p>	<p>Immediate and Ongoing</p> <p>Immediate and Ongoing</p> <p>Student disciplinary procedures reviewed 2013/14</p> <p>Ongoing</p> <p>2014/15</p> <p>2014/15</p>	<p>5</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>
Review Student Support	<p>The College will ensure that its procedures for allocating student accommodation are fair and equitable</p> <p>The College will ensure that its procedures for distributing bursaries, scholarships and hardship funds are fair and equitable</p>	<p>A rooms is available which is adapted for people with disabilities</p> <p>Ongoing - kept under review by Senior Tutor</p>	<p>1</p> <p>2</p>
Staff Recruitment and Selection	The College will review its procedures for the recruitment and selection of college employees in order to ensure equality of opportunity	Ongoing arrangements in place	1
Governing Body Fellows	The College will review its procedures for the election of Governing Body Fellows to ensure that decisions are made fairly and equitably	Governing Body Fellows are elected by Governing Body	2
Graduate Admissions	The College will review its procedures for selecting graduate students to ensure that decisions are made fairly and equitably.	All students selected according to current admissions system	1
Monitoring Arrangements	<p>Ensure that the following functions are subject to monitoring:</p> <ul style="list-style-type: none"> Staff selection and progress (college appointments only) 	Ongoing	1

	<ul style="list-style-type: none"> • Staff grievances, discipline and access to training (college appointments only). • Student admissions, progress and performance. • Student complaints and discipline 		
Guidance, Support and Training	<p>The College will:</p> <ul style="list-style-type: none"> • review the training opportunities available to all of its staff and introduce additional provision where necessary or desirable • assist in the dissemination of information, briefing material, guidance and advice from the University 	Ongoing	2
Disability Equality Action Plan only			
Consultation	The College will review its arrangements for consultation with staff and students to ensure that disabled staff and students are consulted in the development and maintenance of the Disability Equality Policy.	Regular liaison with University Disability Office and GCR	1
Policy Development and Review	The College will annually review this policy and access generally.	Annually	1

NB Priority Grading

1. Imperative in order to comply with specific statutory duties
2. Strongly recommended in order to address areas of significant risk in relation to public complaint or legal liability
3. Recommended for consideration
4. Activities which colleges may be undertaking or wish to undertake that signal commitment to the spirit of the relevant legislation.
5. Organisational proposals to facilitate development and implementation of the relevant legislation.

	2005 requires the College to adopt a proactive approach in involving and promoting the full participation of people with disabilities in all activities.
Sex Discrimination Act 1975 ("SDA") The Equality Act 2006	<p>Forbids discrimination on grounds of gender, which includes gender, gender reassignment and pregnancy/maternity; and marital status, which includes civil partnerships. Direct discrimination, indirect discrimination and victimisation are all covered. Harassment is also covered, as is sexual harassment. Sexual harassment takes place where a person engages in unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of either: (a) violating another person's dignity; or (b) creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.</p> <p>Amends the SDA to place a statutory duty on all public authorities, when carrying out their functions, to have due regard to the need to eliminate unlawful discrimination and harassment; and to promote equality of opportunity between men and women. This 'general duty' came into effect from 6 April 2007. To support progress in delivering the general duty, there is also a series of 'specific duties' set out for public bodies listed by the Act, including universities. These specific duties are summarised below:</p> <p>To prepare and publish a Gender Equality Scheme, showing how it will meet its general and specific duties and setting out its gender equality objectives.</p> <ul style="list-style-type: none"> • In formulating its overall objectives, to consider the need to include objectives to address the causes of any gender pay gap. • To gather and use information on how the public authority's policies and practices affect gender equality in the workforce and in the delivery of services. • To consult stakeholders (i.e. employees, service users and others, including trade unions) and take account of relevant information in order to determine its gender equality objectives. • To assess the impact of its current and proposed policies and practices on gender equality. • To implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so. • To report against the scheme every year and review the scheme at least every three years. <p>Indirect discrimination on grounds of gender may be justified if the College is able to show that the discriminatory practice or conduct is a "proportionate means of achieving a legitimate aim". The College may take positive action in respect of access to facilities and training for specific groups who are under-represented. An employer may also justify gender discrimination because a post has a genuine requirement for a worker of one gender to carry out the duties of the post.</p>
Age Discrimination	Applies to employers and to providers of "vocational training",

<p>Regulations (2006)</p>	<p>which includes all matriculated courses at the University of Oxford. Staff and students of Green Templeton College are therefore both covered. The Regulations provide that:</p> <ul style="list-style-type: none"> • Institutions must not discriminate on the basis of age in promotion, training and the terms on which employment is offered (including, subject to certain exemptions, access to benefits such as health and medical insurance). • Discrimination (direct and indirect), harassment and victimisation are all outlawed unless they can be justified as described below. • Employers must write to staff at least 6 months before their intended date of retirement and explain that staff have the right to request to continue working beyond the intended retirement date. <p>Occupational pensions and age-related pension benefits are largely not covered by the Regulations.</p> <p>Both direct and indirect discrimination on grounds of age may be justified if the employer is able to show that the discriminatory practice or conduct is a “proportionate means of achieving a legitimate aim”. The College may take positive action in respect of access to facilities and training for specific groups who are under-represented. It would be reasonable to take action to increase applications for posts or study from a particular group of people, or provide work experience, outreach days or training programmes only for those people. These actions increase the numbers of eligible people by developing relevant skills and increasing applications from under-represented groups. An employer may also justify age discrimination because a post has a genuine requirement for a worker of a particular age to carry out the duties of the post.</p>
<p>Employment Equality (Religion or Belief) Regulations (2003)</p>	<p>Outlaws discrimination on grounds of “any religion, religious belief or similar philosophical belief” that is held by the complainant. Political beliefs are excluded, although the dividing line may be blurred in some cases. People are protected from discrimination on the grounds of their perceived religion or belief as well as their actual religion or belief. It is possible to justify indirect discrimination on grounds of religion or belief where it is a proportionate means of achieving a legitimate aim. The College may take positive action in respect of access to facilities and training for specific groups who are under-represented. The selection for admission to study and appointment to posts must however be made only on the basis of merit. An employer may also justify discrimination because a post has a genuine requirement for a worker of a given faith to carry out the duties of the post. This can be shown in two types of situation.</p> <ul style="list-style-type: none"> • where having a particular religion or belief is a genuine and determinative occupational requirement which it is proportionate to apply. • where the employer has an ethos or belief and being of a particular religion or belief is a genuine and proportionate requirement. <p>Higher Education Institutions may require a prospective student to</p>

	<p>profess a particular faith as a condition of access to a course of study, but they can only do so where the course of study is a vocational course, and the profession of that faith will be a necessary condition of later employment in the job for which the student is training.</p>
<p>Employment Equality (Sexual Orientation) Regulations (2003)</p>	<p>Covers discrimination as regards the orientation of people towards:</p> <ul style="list-style-type: none"> • persons of the same gender; • persons of the opposite gender; • persons of both the same gender and opposite gender. <p>People are protected from discrimination on the grounds of their perceived sexuality as well as their actual sexuality. It is possible to justify indirect discrimination on the basis of sexual orientation where it is a proportionate means of achieving a legitimate aim. The employer may take positive action in respect of access to facilities and training for specific groups who are under-represented. The selection for admission to study and appointment to posts must however be made only on the basis of merit. An employer may justify discrimination because a post has a genuine requirement for a worker of a particular sexuality to carry out the duties of the post. There must be a clear connection between the duties of the post in question and the characteristics required. A general preference or a habit from past experience would not be sufficient. However, there are likely to be very few posts where sexuality is a genuine occupational requirement.</p>