

# Green Templeton College University of Oxford

## Equality and Diversity Policy

### Policy Statement

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

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).

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.

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.

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

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.

\*codes of practice and guidance are expected to be produced in 2012

These members of the College have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times and not to discriminate against or harass other students or members of staff on any of the grounds outlined on page 1 of this policy.

The College expects all its staff and students to take personal responsibility for familiarising themselves with this policy and to conduct themselves in an appropriate manner at all times, and to respect equality for all staff, students, applicants and visitors. The College regards any breach of this policy by any employee(s) or student(s) as a serious matter to be dealt with through its agreed procedures and which may result in disciplinary action.

### **Complaints**

The College takes any breach of this policy seriously. Disregard of this policy may result in disciplinary action up to and including expulsion or dismissal from the College.

#### ***Prospective students and staff***

The College encourages any prospective member of staff who has a complaint concerning a breach of this policy to write to the HR Manager, Green Templeton College, 43 Woodstock Road, Oxford, OX2 6HG.

Any prospective or current student who wishes to make a complaint concerning a breach of this policy should contact the College Office.

#### ***Current Staff***

Should use the grievance procedure outlined in the Staff Handbook.

All College members may use the procedure identified in the Student Anti-Bullying and Harassment Procedure if this is considered to be more appropriate.

Allegations regarding potential breach of this policy will be treated in confidence and investigated in accordance with detailed procedures. Individuals who make allegations in good faith will not be victimised or treated less favourably as a result. False allegations, unless they are found to have been made in good faith, will be dealt with under the appropriate disciplinary procedure.

### **Equal opportunities in employment**

The College will avoid unlawful discrimination in all aspects of employment.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

The College will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done. When considering requests for variations to these standard working practices it will refuse such requests only if the College considers it has good reasons, unrelated to any prohibited ground of discrimination, for doing so. The College will comply with its obligations in relation to statutory requests for contract variations. The College will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

The College will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these

groups, and will consider and take any appropriate action to address any problems which may be identified as a result of the monitoring process.

The College cannot lawfully discriminate in the selection of employees for recruitment or promotion, but the College may use appropriate lawful methods, including lawful positive action, to address the under-representation of any group which the College identifies as being underrepresented in particular types of job.

### **Harassment**

The College has a separate Harassment Policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

### **Users of the College's services, suppliers and other people not employed by the College**

The College will not discriminate unlawfully against users of the College's services using or seeking to use goods, facilities or services provided by the College.

Employees should report any bullying or harassment by users of the College's services, suppliers, visitors or others to their manager who will take appropriate action.

### **Monitoring and review**

This policy will be monitored periodically by the College to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the College will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the College will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.