



ETC International College

Equality, Diversity and Inclusion Policy

January 2024

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Scope and Purpose

This policy has been created in response to the Equality Act (2010) and a commitment to fairness and equality for staff, students and partner organisations of the college.

The College is strongly committed to eliminating unlawful discrimination in any form under the Equality Act (2010). It is also focussed on advancing equality of opportunity and promoting good relations between all students, staff and visitors to the College.

The College aims to create a work and study environment for students, staff and visitors to the College where different values and beliefs can be freely expressed and openly discussed and will do what it can to encourage open and respectful debate around equality, diversity and inclusivity issues.

The College strives to uphold the following Equality, Diversity and Inclusion values and encourage them in others:

- Valuing ourselves as individuals and valuing diversity itself
- Welcoming opportunities to learn from other cultures and societies
- Increasing diversity, equality, inclusivity and internationalisation

The College will not tolerate unfair or unlawful treatment on grounds of the following characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity (including paternity)
- Race (colour, ethnic or national background)
- Religion or Belief (including atheism/agnosticism)

- Sex / gender
- Sexual orientation

Definitions of the characteristics listed above are provided in the Appendix.

This policy and its appendices apply to all staff, students and visitors to the College. Any person found to be in breach of this policy will be subject to the appropriate disciplinary procedures or sanctions.

Key Responsibilities

Everyone in the College (students, staff, Governors, contractors and visitors) has Equality, Diversity and Inclusion responsibilities.

Head of FEHE, Chris Parker, has executive responsibility for Equality, Diversity and Inclusion matters at the College.

The Board of Governors has overall responsibility for developing and embedding the College's strategic commitment to Dignity, Diversity, Equality and Inclusion.

Chris Parker has overall responsibility for the daily operation of this policy, as well as ensuring that the College is complying with statutory duties under existing equality legislation and relevant codes of practice. The Designated Safeguarding Lead, all Safeguarding Level 2 trained staff and ultimately all staff and students have a responsibility for their own conduct but also to report any concerns or incidents they become aware of.

Definitions

For the purpose of this policy, the College defines:

- Dignity as respecting all individuals who study or work at or visit the College
- Diversity as recognising, respecting and valuing people's differences, to enable people to realise their full potential in constructively contributing to the College's inclusive culture for all staff, students and members of the community.
- Equality as ensuring that every individual has an equal opportunity to make the most of their time whilst studying, working or visiting the College.

Links to other College Documents

There are a number of policies, procedures and codes of practice that sit alongside this policy including:

- [Data Protection and Privacy Policy](#)
- [Prevent Policy and Procedure](#)
- [Code of Practice on Freedom of Speech](#)
- [Statement of Principles of Academic Freedom](#)
- Safeguarding Policy and Procedures
- [ETC Complaints Procedure](#)

Implementation, Monitoring and Review

Specific implementation and monitoring responsibilities for Equality, Diversity and Inclusion lie with the Board of Governors.

The College undertakes an equality analysis on all relevant policies and activities as a means of identifying any potential impact. This is done as part of the annual review and approval process.

The College will make reasonable adjustments for students, staff and visitors with disabilities (or within any protected characteristic, where appropriate), in accordance with identified needs.

All managers are responsible for:

- setting a good example by treating all members of the College according to the principles outlined in this policy
- correcting unacceptable behaviour
- ensuring staff and students know how to report any forms of discrimination, bullying, harassment and victimisation
- ensuring that staff and students are encouraged and enabled to reach their full potential through promoting an inclusive study and work environment
- developing a culture in which the principles of this policy are embedded into their work areas
- identifying appropriate staff development to meet the needs of their respective areas

All students, staff and contractors have a responsibility for:

- upholding the principles of this and the Code of Practice on Freedom of Speech
- contributing to a safe and inclusive environment that celebrates Equality, Diversity and Inclusion
- challenging unacceptable behaviour or any discrimination
- reporting unacceptable behaviour

All visitors to the College are responsible for upholding the principles of this policy and contributing to a safe and inclusive environment that celebrates Equality, Diversity and Inclusion.

A student or staff member, visitor or supplier who wish to make a complaint about discrimination, harassment or victimisation should put the complaint in writing to Chris Parker.

A programme of work is set annually and is incorporated in the annual Equality, Diversity and Inclusivity report which responds to our legal duties and action plan.

Awareness and Development (Activities and Events)

In order to embed the principles of Equality, Diversity and Inclusivity, a programme of support activities is available to students, staff and the wider community. This is achieved by marking national Equality, Diversity and Inclusivity events and other celebratory activities towards which all Divisions and the Student Representatives (from the Staff and Student Liaison Panel) are expected to contribute.

Support

Support for staff:

- Line manager or any senior manager within the College
- HR and Compliance Support Officer

- Safeguarding Lead and Prevent Lead
- Junior Student Co-ordinator
- Mental Health First Aiders

This Policy to be read in conjunction with our Sexual Harassment Prevention Policy

APPENDIX 1: COLLEGE POLICIES AND PROTECTED CHARACTERISTICS

Age: Where this is referred to, it refers to a person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 - 30 year olds).

Disability: A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender reassignment: The process of transitioning from one gender to another.

Marriage and civil partnership: Marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couples. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

Pregnancy and maternity: Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race: Refers to a group of people defined by their race, colour, nationality (including citizenship), ethnic or national origins.

Religion: Religion has the meaning usually given to it but includes religious and philosophical beliefs such as atheism or agnosticism. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex: The biological and physiological characteristics that define humans as female or male. These sets of biological characteristics are not mutually exclusive, as there are individuals who possess both, but these characteristics tend to differentiate humans as females or males.

Gender: on the other hand, involves how a person identifies. Unlike natal sex, gender is not made up of binary forms. Instead, gender is a broad spectrum. A person may identify at any point within this spectrum or outside it entirely.

Sexual orientation: Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

APPENDIX 2: LEGAL FRAMEWORK

The Equality Act came into force in October 2010 and replaced previous equality legislation. Sections of the Act apply to the provision of goods, facilities and services, premises, employment and education. The Equality Act outlines nine grounds upon which discrimination is unlawful. These are known as 'protected characteristics' and they are: - Age - Disability - Gender reassignment - Marriage and Civil Partnership - Pregnancy and Maternity - Race - Religion and Belief (including lack of belief) - Sex - Sexual Orientation.

Discrimination Direct: Discrimination is defined as treating one person less favourably than another, because of a protected characteristic. Discrimination by association is a type of direct discrimination against someone because they associate with another person who possesses a protected characteristic. Discrimination by perception is a type of direct discrimination against someone who is perceived to have a protected characteristic. Indirect discrimination is when a provision, criterion or practice is applied, which particularly disadvantages people with a protected characteristic. Indirect discrimination can be justified, if it can be shown to be a proportionate means of meeting a legitimate aim. Discrimination arising from a disability is when someone is treated unfavourably because of something arising as a consequence of their disability. This type of discrimination can be justified, if it can be shown to be a proportionate means of meeting a legitimate aim.

Harassment: Harassment is defined as unwanted conduct that has the effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for a person, or violating a person's dignity. There is more information about harassment in the College's Dignity and Respect (Harassment) Policy and Procedures.

Victimisation: Victimisation is defined as treating a person less favourably because they have complained about discrimination or harassment, or helped someone else to do so.

Positive Action: The Act allows for "positive action" measures to be taken to help overcome disadvantage. Positive action can be taken in relation to employment as well as for students. Adopting positive action is voluntary and can help alleviate disadvantage experienced by people who share a protected characteristic, reduce underrepresentation in relation to particular activities, and meet particular needs

Reasonable adjustments: The Equality Act 2010 places a duty upon higher education institutions to make reasonable adjustments for staff, students and service users in relation to: - provisions, criteria or practices - physical features - auxiliary aids. These adjustments apply where a disabled person is placed at a substantial disadvantage in comparison to non-disabled people.

APPENDIX 3: EQUAL OPPORTUNITIES POLICY

The ETC International College aims to be an equal opportunities employer. ETC's goal is to ensure that we employ the best candidate applying for any post, solely on the basis of his or her ability to perform the duties in question. It is our goal to ensure that all of our employees and job applicants are treated equally, irrespective of disability, race, colour religion, nationality, ethnic origin, age, sex or marital status. This policy sets out instructions that all employees are required to follow in order to ensure that this is achieved.

The policy extends to our recruitment, selection, training, payment and working terms and conditions, promotion, disciplinary, grievance, and dismissal policies and practices, all of which are monitored to comply with all state legislature, including:

- Sex Discrimination Act 1975 and 1986
- Race Relations Act 1976
- Equal Pay Act 1970
- Equal Pay (Amendment) Regulations 1983
- Disability Discrimination Act 1995

Policy:

1. There shall be no discrimination on account of disability, race, colour, religion, nationality, ethnic origin, age, sexual orientation, sex or marital status.
2. ETC shall appoint, train, develop and promote on the basis of merit and ability.
3. Employees have personal responsibility for the practical application of the ETC Equal Opportunities Policy, which extends to the treatment of members of the public, employees and agent and student clients.
4. Managers and supervisors who are involved in the recruitment, selection, promotion and training of employees have special responsibility for the practical application of the ETC Equal Opportunities Policy.
5. The ETC Grievance Procedure is available to any employee who believes that he or she may have been unfairly discriminated against.
6. Disciplinary action under the ETC Disciplinary Procedure shall be taken against any employee who is found to have committed an act of unlawful discrimination. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct.
7. If there is any doubt about appropriate treatment under the ETC Equal Opportunities Policy, employees should consult the Principal, the Head of FE/HE, the ELT Director of Studies or the Director.

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