

## Equality, Diversity and Inclusion Policy

### 1. Introduction

1.1 City College Southampton is committed to providing equal opportunities for employees and students and eliminating discrimination.

1.2 As described in the Strategic Plan, the College's values say how we wish to achieve our mission and the way in which we work and study together. Two values are particularly relevant to Equality, Diversity and Inclusion:

- We aspire for everyone to achieve their full potential
- We treat each other with respect and dignity

The College understands and appreciates the benefits of a diverse workforce and college community and strives to create and maintain an inclusive environment.

1.3 The purpose of this policy is to provide equality and fairness in all activities. This is achieved by responding to peoples' individual needs in order to ensure they have an equal chance to contribute and achieve their potential.

1.4 The College aims to eliminate discrimination on the grounds of protected characteristics as set out in the Equality Act 2010; age, disability, gender, religion or belief, ethnic or national origin, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership or socio-economic status.

1.5 This policy is supported by a number of other policies and procedures with which it should be cross-referenced including:

- Admissions policy
- Selection and Appointment policy
- Student Performance Improvement Procedure
- Student Code of Conduct
- Staff Code of Conduct
- Complaints Procedure
- Grievance Procedure (including Dignity at Work)

- Supporting and Managing Wellness at Work policy
- Workforce Matters Annual Report
- Equality and Diversity Action Plan
- Single Equality Scheme
- Safeguarding Policy
- Disclosure and Barring Service Policy
- Health & Safety Policy

## **2. Scope of this policy**

- 2.1 This policy is applicable to all employees, Governors, applicants, students, customers, employers, workers supplied by agencies, contractors, and volunteers (all of these groups will be referred to as stakeholders throughout the remainder of the document). The policy applies to all processes relating to employment, contracting services, education and training.
- 2.2 The purpose of this policy is to ensure that the College's position on equality and diversity and establishing key principles are made clear, including the structures and monitoring arrangements for the College.
- 2.3 All stakeholders are responsible for the promotion and advancement of this policy. Behaviour, actions or words that contravene this policy will not be tolerated and will be dealt with in line with the College's Disciplinary policy (staff), or Student Code of Conduct (learners).

## **3. Aims**

- 3.1 In-line with the Public Sector Equality Duty, the College is committed to ensuring:
- Discrimination, harassment and victimisation are eliminated, to make the College environment as safe and inclusive as possible
  - Equality of opportunity is advanced between people who share a protected characteristic and those who do not, e.g. by encouraging involvement in College life or other activities, any achievement gaps are narrowed and closed

- Good relations are fostered between people who share protected characteristics and those who do not, e.g. by promoting understanding.

#### **4. Activities undertaken to meet these aims**

##### **4.1 Fair and equitable procedures operate in relation to recruitment, selection, management and training of employees:**

- Students receive fair and equitable treatment in relation to admission, administration and assessment procedures
- Policies and procedures are operated fairly and free from discriminatory practices
- Proportionate positive action can be taken where there is evidence that participation is disproportionately low for people who share a protected characteristic, where they experience a disadvantage or in order to meet their different needs, e.g. positive promotional images of male students in traditionally female dominated subjects and vice versa
- Governors, employees, students, employers are appropriately trained and have access to information which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy
- Governors, employees, students, and partner contractors are aware of the value placed upon equal opportunities and that action will be taken in the event of any breach of the policy
- Commitment to equality and diversity is checked as part of due diligence process with all contractors, sub-contractors and partners
- Governors, employees, students and partner contractors etc. are treated with respect and dignity
- Inequality, prejudice and discrimination are challenged
- An inclusive environment is created where equality and diversity are celebrated

#### **5. Roles and Responsibilities**

##### **5.1 The Governing Body designates the Principal as having overall responsibility for equality issues.**

5.2 Governors are responsible for ensuring that:

- They are aware of the Governing Body's statutory responsibilities in relation to equality legislation as an employer and a service provider
- the membership of the Governing Body strives to reflect the diversity of the communities served by the College
- They respond to monitoring information on staff, students and applicants and agree a course of action.

5.3 The Senior Management Team is responsible for ensuring that:

- They are aware of the College's statutory duties in relation to equality and diversity legislation
- procedures for challenging all forms of discrimination, harassment, victimisation and unacceptable behaviour are widely promoted
- the Equality and Diversity panel carry out their responsibilities
- a positive, inclusive ethos is created encouraging feedback
- business communications reinforce the inclusive messages and become incorporated into day-to-day processes
- members of staff understand the significance of equality and diversity and know how to incorporate this into their work
- Progress is made on the equality and diversity objectives and action plan and Governors are informed and advised of progress

5.4 Managers are responsible for ensuring that:

- They are aware of the College's statutory duties and the Equality, Diversity & Inclusion policy and associated policies and procedures are implemented fairly in their area of delivery
- They lead by example and challenge inappropriate language and behaviour by all stakeholders
- Student induction programmes and tutorial programmes reflect the College's commitment to promote equality of opportunity
- Curriculum activities actively incorporate equality and diversity issues

- Staff induction, continuous professional development and performance management reflect the College's commitment to equality and diversity
- They attend the appropriate equality and diversity training, including more intensive training where a need is highlighted to support their learning
- They provide teaching, learning and assessment methods, support and resources that meet the individual needs of students.

5.5 Employees are responsible for ensuring that:

- They attend the appropriate equality and diversity training, including more intensive training where a need is highlighted to support their learning;
- They understand, uphold and engage with the College policy on equality, diversity and inclusion by challenging inappropriate behaviour by all stakeholders
- They provide teaching, learning and assessment methods, support and resources that meet the individual needs of students.

5.6 Students are responsible for ensuring that:

- They adhere to the College core values and treat all members of the College community with respect
- They support and promote the Equality, Diversity & Inclusion policy
- They create and maintain a learning environment where there is zero tolerance of bullying, harassment, victimisation and discrimination
- Appropriate training and development is provided to stakeholders to support the appreciation and understanding of equality and diversity issues.

## 6. Monitoring

6.1 Monitoring will be used to ensure that employees, students and service users are treated in accordance with this policy.

6.2 The College produces a Workforce Annual Report for the Board of Governors as well as explaining what has been achieved from equality and diversity perspective, the report sets out the College's equality and diversity objectives and contains information about staff by the protected characteristics we collect data on.

## 7. Complaints

- 7.1 The College will seek to provide a supportive environment for those who make claims of discrimination, harassment or victimisation. Definitions of which are detailed in full in the employee Grievance Policy and the Complaints procedure for students, employers and visitors.

## 8. Status of this Policy

- 8.1 The Policy is reserved for Board-level approval. The operation of this policy will be kept under review by the Head of Human Resources in conjunction with SMT.

Date Last Approved:	9 November 2020
Approved by:	Board
Review date:	14 November 2022
Next review date:	November 2024