



EQUALITY AND DIVERSITY POLICY

Policy Title	Equality and Diversity Policy
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Related Policies Procedures	Recruitment and Selection Policy, Family Friendly Practice, Procedure and Guidance, Special Leave Policy, Bullying Harassment Policy, Data Protection Policy, Trans student and Staff policies, Single Equality Scheme





Equality Impact Assessment Tool

Name of Policy: Equality & Diversity Policy

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	Is there any evidence that some groups are affected differently?	No	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	

CONTENTS

1 POLICY STATEMENT.....

2 RESPONSIBILITY.....

4 OBJECTIVES.....

WHAT IS DIVERSITY?.....

THE BENEFITS OF DIVERSITY MANAGEMENT

THE DIFFERENCE BETWEEN DIVERSITY AND EQUALITY.....

LEGISLATIVE BACKGROUND.....

ROLES AND RESPONSIBILITIES.....

Role of Staff.....

Role of Students/Apprentices

Role of Human Resources

2 GENUINE OCCUPATIONAL REQUIREMENT (.....CB1. (NU1.)-2.00012 (-)-2.0012

4

SUFFOLK NEW COLLEGE
EQUALITY AND DIVERSITY POLICY

1 POLICY STATEMENT

Suffolk New College is committed to creating and sustaining a positive and supportive working environment for our staff, agency workers, contractors, interns and volunteers and an excellent teaching and learning experience for our students and apprentices, where staff are equally valued and respected, and students/apprentices are encouraged to thrive academically. As a provider of employment and education, we value the diversity of our staff, apprentices and students. We are committed to providing a fair, equitable and

deal with all forms of discrimination consistently and effectively,
ensure that the Equality and Diversity policy influences and informs the
culture of the College.

Managing diversity is concerned with improving quality within the organisation, with a focus on qualitative issues and good practice, whereas equal opportunities focuses on improving numbers. This might include increasing the number of women in management positions, or increasing the number of ethnic minorities or raising the age profile.

Valuing people, and their many diverse qualities, enhances employee potential, therefore enhancing the business. Equal opportunities aims to ensure that no group receives less favourable treatment because of their differences, ensuring all people are treated equally. This is about adapting to individual needs rather than treating everyone the same.

Diversity focuses on being pro-active and finding opportunities to enhance the business. Equal opportunities is reactive and will focus on existing problems while trying to redress the balance.

A diverse culture is something that can develop with support but an equal opportunities culture is socially constructed by specific measures being put into place. Managing diversity encourages people to reflect on and change their own practises and systems, resulting in a diverse culture. Diversity at work is not only concerned with keeping within the confines of the law, but would also gradually seek to educate every staff member so that discrimination would become a thing of the past.

7 LEGISLATIVE BACKGROUND

Under Equality legislation it is unlawful to

to support the aims of the College Equality and Diversity policy,
to be aware of equality and diversity issues.

Role of Apprentices

actively to encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy whether that be in the College or their workplace,
to support the aims of the College Equality and Diversity policy,
to be aware of equality and diversity issues.

Role of Employers

to ensure that they have up to date equality and diversity policies and procedures in place prior to having apprentices or learners on placement

Staff at Suffolk New College are entitled to flexibility in the following areas which are covered by the Family Friendly Policy, Procedure and Guidance Document.

Maternity

The College administers not only the statutory maternity scheme but also an occupational maternity scheme. The amount of pay and leave which can be granted under the respective schemes differ from one case to another. For

the key criteria required to meet the essentials of the vacancy. Job descriptions are designed to enable applicants to determine whether they wish to apply. To assist applicants further, information about the vacancy may be requested at any stage.

The shortlisting process is carried out by ensuring that applicants meet the essential criteria and, if possible, the desirable criteria.

The selection of successful applicants is primarily carried out by way of an interview process, which consists of a Panel of experienced staff. All applicants are asked to complete an Equal Opportunities Monitoring Form. This requests information about the applicant's age, disabilities, ethnicity, marital status, convictions and sexual orientation. This information is kept confidential and is separated from the application form. The information is not disclosed to the interview panel, but it allows HR to put in place any special requirement, before, during and after the successful candidate has been selected. The information on the Monitoring Form can assist HR in a number of ways, such as to make any special considerations for applicants with a disability and to give an applicant with a conviction an opportunity to discuss the circumstances of this conviction. The Monitoring Form also allows HR to collect this data for statistical and monitoring reasons. Some data is required by law while other data highlights opportunities to redress the balance a

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14 MONITORING

The College monitors the diversity of its workforce and reports this information annually to the Corporation of the College. Governors scrutinise recruitment monitoring information to ensure that fair practices are being used for applications, shortlisting and appointments.

15 SOURCES OF HELP AND INFORMATION

There is a number of options available for staff if they wish to talk to someone. Some of these include Line Manager, Human Resources, colleague or Union Representatives from the College's recognised trades unions.

The college's CHAD scheme, 'Challenge Hatred and Discrimination' promotes equality and diversity with students and staff. It encourages individuals in the college community to feel empowered to raise any harassment or discrimination and re-enforces how they will be supported. Regular Equality Diversity sessions in the curriculum and staff training also address having an open, diverse and fair community as a priority.

APPENDIX 1

Sex

Both men and women are protected under the Act.

Sexual orientation

The Act protects bisexual, gay, heterosexual and lesbian people. The college additionally recognises non-binary people as protected.

APPENDIX 2

TYPES OF DISCRIMINATION: DEFINITIONS

Direct discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below).

Discrimination by association

Already applies to race, religion or belief and sexual orientation. Now extended to cover age, disability, gender reassignment and sex. This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination

Already applies to age, race, religion or belief and sexual orientation. Now extended to cover disability, gender reassignment and sex. This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect discrimination

Already applies to age, race, religion or belief, sex, sexual orientation and marriage and civil partnership. Now extended to cover disability and gender reassignment.

Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your company that applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if you can show that you acted reasonably in managing your business, i.e. that it is 'a proportionate means of achieving a legitimate aim'. A *cost-cutting* might be any lawful decision you make in running your business or organisation, but if there is a discriminatory effect, the sole aim of reducing costs is likely to be unlawful.

Being proportionate really means being fair and reasonable, including showing that you've looked at 'less discriminatory' alternatives to any decision you make.

Harassment

Harassment is "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual".

Employees are also protected from harassment because of perception and association

Third party harassment

Already applies to sex, however this has now been extended to cover age,

APPENDIX 3

The Rehabilitation of Offenders

People with criminal records are protected by the **Rehabilitation of Offenders Act 1974**, which makes it unlawful for an employer to take account of (or be informed of) a person's previous offending history once the conviction has become spent. However, some sentences cannot be spent, and others may be 'spent' but still have to be declared if the employment involves nursing, social work, working with children in care or people with learning difficulties, handling money or national security (if relevant).

Annex 1 – Examples of types of discrimination

Direct discrimination

Paul, a senior manager, turns down Angela's application for promotion to a supervisor position. Angela, who is a lesbian, learns that Paul did this because he believes the team that she applied to manage are homophobic. Paul thought that Angela's sexual orientation would prevent her from gaining the team's respect and managing them effectively. This is direct sexual orientation discrimination against Angela.

Discrimination by association

June works as a project manager and is looking forward to a promised promotion. However, after she tells her boss that her mother, who lives at home, has had a stroke, the promotion is withdrawn. This may be discrimination against June because of her association with a disabled person.

Perception discrimination

Jim is 40 but looks much younger. Many people assume that he is in his mid 20s. He is not allowed to represent his company at an international meeting because the Managing Director thinks that he is too young. Jim has been discriminated against on the perception of a protected characteristic.

Indirect discrimination

A small finance company needs its staff to work late on a Friday afternoon to analyse stock prices in the American finance market. The figures arrive late on Friday because of the global time differences. During the winter some staff would like to be released early on Friday afternoon in order to be home before sunset – a requirement of their religion. They propose to make the time up later during the remainder of the week. The company is not able to agree to this request because the American figures are necessary to the business, they need to be worked on immediately and the company is too small to have anyone else able to do the work. The requirement to work on Friday afternoon is not unlawful indirect discrimination as it meets a legitimate business aim and there is no alternative means available.

Harassment

