



Sharing Knowledge ... Developing Excellence

BCC EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Bournemouth City College

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SUMMARY

Bournemouth City College (BCC) recognises that it is essential to provide equal opportunities to all people without discrimination.

This document includes:

- 1) BCC Equal Opportunities Policy**
- 2) Definition of Discrimination**
- 3) Recruitment and Promotion**
- 4) Employment**
- 5) Training**
- 6) Monitoring**
- 7) Grievance and Victimisation**

BCC administration staff must follow the procedures and steps set out in this document to ensure that consistency is followed by all members of BCC.

This policy is reviewed and amended due to business needs and requirements on a regular basis.

Policy created: 1 July 2019

Policy review: 1 July 2020

BCC EQUAL OPPORTUNITIES POLICY

BCC's Equal Opportunities and Diversity Policy is not only about ensuring that we meet our legal obligations but also about making clear our commitment to equality of opportunity and diversity and about reinforcing our ethos in respect of encouraging fairness and equality of treatment for all.

A college should be a place where students and staff hold common values about respect for others and about respecting the differences between people. These common values underpin and inform our Policy. BCC is committed to fairness in its practices and in meeting the needs of our diverse student and staff bodies. Where appropriate and within our means, BCC will take positive action to meet these commitments.

We want to make BCC a place in which people are given the best possible opportunities to make a success of their lives, whatever their background. Everybody has a valuable contribution to make; our challenge is to unlock the talents and potential of all our staff and students. We celebrate diversity and tolerance so that different cultures can thrive, adding to the richness and experience of our community.

BCC Commitments :

1. BCC will seek to create an open, trusting environment, in which there is an absence of prejudice, discrimination and harassment.
2. BCC will promote a positive climate of respect and co-operation, with open and tolerant discussion of important issues, expecting its members to respect one another as fellow human beings and treat one another with dignity; prejudice will be challenged where it becomes apparent in behaviour.
3. BCC deplores all forms of unlawful or unfair discrimination and seeks to provide an environment free from discrimination against students, staff and others on the grounds of gender, race, sexual orientation, religion/belief or disability.
4. BCC will treat harassment as a form of discrimination and will seek to eliminate it.
5. BCC will promote cross-cultural contact between different communities at all levels, foster understanding and respect, and seek to break down barriers.
6. BCC will seek diversity of knowledge, background and experience in recruiting staff and students, and will value flexibility in working patterns.

7. BCC will encourage initiative, creativity and innovation, helping staff and students to be open to new ideas, to learn, to share good practice, and to succeed.
8. The equal opportunities and diversity policy will be drawn to the attention of staff and students regularly, and everyone will be helped to understand, through induction, training and development, what it means to celebrate diversity and will be held accountable for adherence to its values.
9. Relevant policies and procedures will be reviewed regularly to ensure that they are objective and fair, and all buildings and facilities will be inspected regularly to ensure that they are supportive of students and staff with disabilities.
10. All staff and students have personal responsibility for the practical application of this equal opportunities and diversity policy. BCC requires all students and staff to ensure that their conduct conforms with this policy (and with any practice or procedure developed to implement this policy) whilst on college premises or undertaking college business. This policy applies to all functions associated with recruitment and admission of students, teaching and learning, assessment, research, course development, pastoral care, reach-out, employment, provision of facilities/ services, procurement, funding, provision of advice and working in partnership.

DEFINITION OF DISCRIMINATION

Discrimination can be **direct or indirect**. Both forms of discrimination must be avoided.

Direct discrimination occurs when one person is treated less favourably than another or grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.

Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than a person in another group and which is not objectively justifiable in the given situation.

RECRUITMENT AND PROMOTION

- 1) Advertisement for posts will give sufficient clear and accurate information to enable potential applicants to assess their own suitability for the post.

- Information about vacant positions will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- 2) Recruitment literature will not imply a preference for one group of applicants, unless there is a genuine occupational qualification which limits the post to this particular group, in this case this must be clearly stated.
 - 3) All vacancies will be advertised internally.
 - 4) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
 - 5) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

EMPLOYMENT

BCC will not:

- 1) Discriminate on the basis of sex, race, marital status, disability, age, part-time workplace or fixed term contract, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job description.
- 2) Discriminate against any employees who become disabled during employment and put any measures or adjustments within the workplace for those employees
- 3) Discriminate against any employee in their career development and promotion prospects which promote equal opportunities for all.

TRAINING

- All employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- All employees will be encouraged to discuss their career prospects and training needs with the "line manager".

MONITORING

- It is the Managing Director's responsibility to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

- Where it appears that employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

GRIEVANCE AND VICTIMISATION

- Discrimination is considered to be unacceptable conduct which may lead to disciplinary action under BCC's Disciplinary Policy and procedures
- Any complaints of discrimination will be pursued through BCC's Grievance Policy and procedures