

Dignity, Respect and Inclusion

The Commitment

Trinity College is committed to protecting the dignity of students, Fellows and staff as members of its community in their work, their study, and their interactions with each other, and to protecting the dignity of all those who visit or interact with the College. The College recognises its duties of care to students, to Fellows and to staff. The College is committed to maintaining a learning, living, and working environment in which the rights and dignity of all members of the College community are respected.

The College recognises that to work and study effectively people (this includes students, Fellows and staff) need a climate in which they are respected and valued for their contribution, irrespective of their sex, gender identity (including reassignment), marital, parental or partnership status, race, ethnic or national origin, colour, disability, sexuality, religion or belief, and age.

More generally, the College expects all members of its community to treat each other, as well as members of the University and the wider community with dignity, respect, courtesy and consideration at all times. *All members of this community have the right to expect such behaviour from others, and a corresponding responsibility to behave in this way towards others. Any activity that contravenes these principles of inclusivity – whether intentionally or not – is damaging to our community, and will be subject to the scrutiny of the College.*

Procedures

The College has procedures to deal with inappropriate behaviour (including bullying, intimidation, harassment, victimisation, or discrimination) that may affect the wellbeing of individuals within the College and may breach the standards of behaviour required under the Code of Discipline for Junior Members (the White Book).

For students

- 1) Procedures for dealing with **breach of standards of behaviour** by students are set out in the College's **Code of Discipline** for Junior Members (available in the White Book, Part 3, and on the College website)
- 2) Procedures for students wishing to make a **complaint about the College's services or staff**, either academic or non-academic are set out in the College's **Code of Practice for Student Complaints** ('CPSC') (available in the White Book, Appendix G, and on the College website)

Individuals who can provide support to students experiencing a breach of this policy are listed in the Annex of the Code of Practice for Student Complaints.

For Staff

- 1) Procedures for dealing with **breach of standards of behaviour** are set out in the **Disciplinary Procedures for staff** (available on the College website)
- 2) Procedures for members of staff wishing to make a **complaint** are set out in the **Grievance Procedure for staff** (available on the College website)

Individuals who can provide support to staff members experiencing a breach of this policy include: their Line-Managers; Heads of Department; Head of HR; Responsible College Officers.

For Fellows

Fellows are encouraged to refer to Statute XI. They should seek advice from the Vice-Master.

Promoting Diversity and Inclusivity

In order to promote diversity and inclusivity, the actions of the College include:

- working closely with TCSU and the BA Society on
 - events during Freshers' Week
 - events and training courses for students throughout the year
 - improving current practices by regularly reviewing policies through the E&D committee
- supporting the work of Fellows for Trinity Women, LGBT+, Ethnic Diversity on
 - initiatives, events and support for students
 - improving current practices through participation in the E&D committee
- supporting the work of the Admissions Tutor on widening participation
- working with Alumni Office on
 - mentoring and aspiration-raising events
- supporting relevant and on-going training of staff and fellows
- supporting other college-wide initiatives and events such as the Women@40 events, photographic exhibition, Black Cantabs events

Reporting and Monitoring

The College Council will receive and review the annual reports of Fellows for Trinity Women, LGBT+, Ethnic Diversity.

The Dean of College will meet regularly with Fellows for Trinity Women, LGBT+, Ethnic Diversity, and student representatives to improve reporting and confidence in the disciplinary procedure.

This policy will be reviewed regularly by the Liaison Committee and the College Council.

In the event of a member of staff or a fellow receiving threatening communication from a third party, the Protocol in Appendix I should be followed.

Appendix I: protocol to protect members of staff and Fellows in the event of abusive or intimidating communication

In the event of any member of staff or Fellow receiving a communication by letter, email, telephone, by any other medium or in person that is threatening, intimidating or aggressive

- i) the recipient should acknowledge receipt of the communication courteously and briefly on the first occurrence. Details of the incident should be recorded, and where appropriate, reported to the Head of Department.
- ii) on the second occurrence of a threatening, intimidating or aggressive communication from the same person, where appropriate, the same recipient should reply by referring to this policy. Details of the incident should be recorded and reported to the Head of Department, along with the first incident, if it had not already been reported.
- iii) on the third occurrence of a threatening, intimidating or aggressive communication from the same person, the Responsible College Officer (the ST, JB, Fellows' Steward) should reply with a final message, saying that in the light of the two previous replies issued by the College, the College will not engage in any further correspondence.
- iv) If the communication has been seriously threatening, intimidating or aggressive, recipients should report immediately the details to their Head of Department and/or Responsible College Officer, who may decide to reply to the person directly and/or refer the matter to the police.