

Policy on Equal Opportunities (Staff)

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2. Introduction

The College is committed to creating a work environment where everyone feels valued and respected regardless of their personal characteristics and background. The College is proud of the diversity of its staff and believes that this makes a positive contribution to its success.

The College values differences and recognises that individuals have the right to be treated with dignity and equality regardless of gender (including gender reassignment), marital or civil partnership status, pregnancy, paternity or maternity, race (including ethnic or national origin or colour), age, disability, religion/belief or sexual orientation.

This policy is not contractual but aims to set out the way in which the college aims to manage equal opportunities.

Any act of discrimination, is unacceptable and inconsistent with our commitment to treating everyone with respect and dignity. Any such acts will therefore not be tolerated and anyone found to have committed them will be subject to disciplinary action which could include dismissal.

3. Equality of Opportunity

The College is committed to following non-discriminatory practices in its relationship with its staff, prospective staff and third parties. To this end the College is committed to ensuring that:

- everyone is treated with respect and dignity;
- its employment procedures and practices provide equality of opportunity for all current and prospective staff;
- everyone understands its approach to equality of opportunity and valuing diversity and where appropriate, receives training to support this;
- progression is determined by personal potential and performance;

- recruitment and selection criteria are relevant only to the duties and requirements of each particular post and the needs of the College;
- those involved in recruitment and selection will seek to recruit the most appropriate candidates based on their match to the selection criteria;
- everyone has non-discriminatory access to relevant and appropriate training and development opportunities;
- everyone has non-discriminatory access to relevant services, information and opportunities within the College; and
- It takes action wherever possible to support this policy and its aim.

4. Scope of the Policy

This policy applies to all staff of Trinity College, including its employees and workers.

The principles set out in this policy apply both in the workplace and outside the workplace in a work-related context, such as on business trips or work-related social events and at any time while a member of staff is wearing a work uniform.

5. Discrimination

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, gender, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as 'protected characteristics'.

Discrimination can take many forms and includes:

- *Direct discrimination*

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

- *Indirect discrimination*

Indirect discrimination is treating individuals in the same way but where that way adversely affects those with a protected characteristic more than those without.

- *Harassment*

Harassment is where there is unwanted conduct, related to one of the protected characteristics or of a sexual nature that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

- *Associative discrimination*

Associative discrimination is where an individual is discriminated against, harassed or victimised based on another individual's protected characteristic, regardless of the relationship between the two individuals.

- *Perceived discrimination*

Perceived discrimination is where an individual is discriminated against, harassed or victimised based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

- *Victimisation*

Victimisation occurs where an individual is subjected to a detriment because the individual made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of having done so or planning to do so.

- *Failure to make reasonable adjustments in relation to disability*

Where a physical feature of the College's premises or a provision, criterion or practice operated by the College puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic. The College will make any reasonable adjustments which would enable the disabled person to overcome the disadvantage. The College will provide a disabled employee with an auxiliary aid if doing so would overcome a substantial disadvantage otherwise suffered by the employee.

6. Reporting discrimination

Concerns about any form of discrimination should be reported to either the individual's line manager or a member of Human Resources.

7. Staff Responsibilities

Staff are required to support the College in meeting its commitment to avoid unlawful discrimination and provide equal opportunities in employment, education, learning and research.

Acts of unlawful discrimination, harassment or victimisation are disciplinary offences and may be dealt with under the Disciplinary Policy. Discrimination may constitute gross misconduct and could lead to dismissal without notice.

8. Complaints under this Policy

If staff believe they have been unlawfully discriminated against, they should use the College's Grievance Policy to make a complaint.

The College will take any reported incidents seriously. Staff will not be disadvantaged by having raised a complaint in good faith, even if the complaint is not upheld, unless it is considered frivolous, vexatious or malicious and/or made in bad faith.

9. Monitoring and review

This policy will be reviewed periodically by Human Resources.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.