



# **LINCOLN COLLEGE**

## **EQUALITY AND DIVERSITY POLICY**

### **POLICY CO/PO/10**

#### **SPONSORS**

Head of Student Services & Supported Education  
Group Director of HR & Student Support Services

## **EQUALITY AND DIVERSITY STATEMENT**

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of age, disability, gender re-assignment, race, nationality, ethnic or national heritage, political beliefs or practices, marital status, family circumstances, sex, sexual orientation, maternity and pregnancy, spent criminal convictions, or any other inappropriate grounds.

# EQUALITY AND DIVERSITY POLICY

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# LINCOLN COLLEGE

## EQUALITY AND DIVERSITY POLICY

### 1 PURPOSE

- 1.1 The college seeks to employ a workforce and maintain a student body that reflects the diverse community it serves, because it values the individual contributions of all people. The college will treat all employees and students with respect and dignity and provide a working and educational environment free from unlawful discrimination, harassment or victimisation. To this end, within the framework of the law and best practice, it is committed to achieving and maintaining a workforce and student body that broadly reflects the local community.
- 1.2 The college seeks to promote and advance equality of opportunity within employers and other organisations that provide work experience and work placement for students and trainees.
- 1.3 The college recognises that certain physical, personal, institutional and cultural barriers exist, which should be reduced or eliminated wherever reasonable to prevent them impeding existing and potential students and staff from receiving equality of opportunity in education and employment.

### 2 AIMS

- 2.1 The college aims to enable its students and staff to maximise their individual potential through the promotion, implementation and advancement of equality of opportunity measures.
- 2.2 The aim of this policy is to describe how the college intends to fulfil its responsibilities under the Public Sector Equality Duty (a key measure of the Equality Act 2010).
- 2.3 The 'general' duty has 3 aims which require public bodies to have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation
  - Advance equality of opportunity
  - Foster good relations
- 2.4 The two 'specific' duties require the college to publish its equality information in the form of an annual report and to publish its equality objectives every four years.

### 3 POLICY INTRODUCTION

- 3.1 Lincoln College is committed to the active promotion and advancement of equality of opportunity for all and opposes unlawful or unfair discrimination of any kind. The policy specifically covers unreasonable discrimination in respect of race, sex, disability, age, religion and belief, sexual orientation, marriage and civil partnerships, pregnancy and maternity and gender reassignment.

- 3.2 To achieve this aim the college has overall equality and diversity objectives. These are underpinned at a unit and school level to provide a focus of awareness on issues that could potentially impact on a positive learner and employee experience. The college will robustly challenge unfair discrimination, prejudice, harassment and discrimination across every aspect of the organisation.
- 3.3 The Board of Corporation has the overall responsibility for achieving the above aims and are reliant on the college management to have effective systems in place for monitoring, reporting and improving performance.

#### **4 ACTION TO MEET THE GENERAL AND SPECIFIC DUTIES**

- 4.1 The college will make a commitment to the following:
- 4.1.1 Identifying and eliminating discriminatory practices, harassment and victimisation.
  - 4.1.2 Setting equality objectives to advance equality and diversity practice.
  - 4.1.3 Developing and monitoring the awareness and understanding of issues concerned with equality of opportunity.
  - 4.1.4 Recognising and challenging our own attitudes and assumptions.
  - 4.1.5 Challenging the language and attitudes of others if appropriate.
  - 4.1.6 Supporting those who appropriately challenge oppression.
  - 4.1.7 Ensuring a commitment to anti-oppressive and anti-discriminatory practice in all contract specifications and other documentation with external bodies, speakers, consultants, employers, employees, students, subsidiaries and the wider community.
  - 4.1.8 Providing relevant training for students and staff development opportunities.
  - 4.1.9 Providing information and resources on equality and diversity and good practice.
  - 4.1.10 Facilitate groups to foster good relations between individuals from different protected characteristics.

#### **5 RESPONSIBILITIES**

- 5.1 **All staff and students are responsible for:**
- ensuring the effective implementation of the Equality and Diversity Policy.

- dealing with unfair and/or unlawful discriminatory incidents and being able to recognise and tackle unfair and/or unlawful discriminatory bias and stereotyping taking appropriate action to redress and educate learners as a result of infringements or poor practice.
- promoting equality of opportunity and diversity and opposing unlawful discrimination against any member of the college community.
- keeping up to date with the law on discrimination and taking up training and learning opportunities.
- making recommendations to the Equality and Diversity Working Group for agenda items that require consideration based on local or national developments.

## 5.2 **Directors and Heads of Unit are responsible for:**

- 5.2.1 Producing equality and diversity objectives that are revised annually. Managers are responsible for regularly reviewing progress towards the achievement of targets via the performance management process. Particularly, they are responsible for ensuring that staff receive appropriate development to advance and integrate the promotion of equality and diversity in all their daily activities. For academic staff this includes schemes of work and lesson planning and delivery.
- 5.2.2 Evaluating and reviewing the impact and progress towards achieving equality objectives.
- 5.2.4 Ensuring that all reports to college committees identify any equality issues arising from the content of the report. For example, inequalities identified through success retention and achievement rates related to those with protected characteristics.

## 5.3. **The Group Director of Marketing and Communications is responsible for:**

- 5.3.1 Ensuring that all marketing activities meet equality and diversity best practice.
- 5.3.2 Ensuring that all publications carry the Equality and Diversity Policy statements.
- 5.3.3 Monitoring and advising to ensure that all materials submitted to the Marketing Unit comply with college policies and legal expectations.
- 5.3.5 Ensuring that all aspects of college provision are advanced and promoted equally.

5.3.4 Ensuring that a forum is provided for interested parties to express their views on marketing activities and publications.

**5.4 The Group Director of HR & Student Support Services is responsible for:**

5.4.1 Ensuring that fair and adequate arrangements exist for effectively handling and recording all aspects of the employment relationship including recruitment, selection, appointment and promotion.

5.4.2 Ensuring that management are notified of best practice in respect of employment.

5.4.3 Systematically monitoring the college's commitment to anti-oppressive and anti-discriminatory practice in employment through effective monitoring and action to improve any areas of concern.

5.4.4 As part of the annual report, publish information relevant to employees in line with the expectations of the Equality and Human Rights Commission.

**5.6 The Directors of Education & Training Delivery are responsible for:**

5.6.1 Systematically monitoring the college's commitment to anti-oppressive and anti-discriminatory practice in curriculum through effective monitoring and action to improve any areas of concern. This will specifically include protected characteristics identified within the Public Sector Equality Duty:

- student numbers, withdrawals and success rates for each course
- work based learning placements including success rates, satisfaction levels and job offers connected to placements
- the results of programmes targeted at people from specific groups which share a protected characteristic and in particular those with and assessed disability or learning difficulty/health need
- destination data

**5.7 The Head of Student Services & Supported Education is responsible for:**

5.7.1 Promoting and maintaining the Bullying and Harassment Support Group to staff and students.

5.7.2 As part of the annual report, publish information relevant to students in line with the expectations of the Equality and Human Rights Commission.

5.7.3 To advise the senior management team and other college staff and provide support to students on all aspects of equality of opportunity and issues of equality and inclusivity.

**5.8 The Managing Director (E&TD) is responsible for:**

5.8.1 Ensuring that all aspects of this policy are implemented.

5.8.2 Ensuring that the Board of Corporation is informed of the operation and monitoring of the Equality and Diversity Policy.

**6 BREACHES OF THE POLICY**

6.1 The college will take seriously any alleged breaches of the policy and where proven breaches may lead to formal disciplinary action, including dismissal for staff and expulsion for students.