

EQUALITY & DIVERSITY POLICY

The Company is committed to ensuring equal opportunities, fairness of treatment, dignity and the elimination of all forms of discrimination within our colleges. It recognises that everyone has a contribution to make and a right to equal opportunity.

A key objective of the policy is that the Company can provide a working and educational environment in which people feel comfortable and confident that they will be treated with respect and dignity.

No employee or job applicant, member, student, resident, volunteer or organisation/individual to which we provide services will be discriminated against on any grounds including (in line with the Equality Act 2010):

- Gender (including sex, marriage, partnership status, gender reassignment)
- Race (including ethnic origin, colour, nationality and national origin)
- Disability
- Sexual orientation
- Religion or belief
- Age
- Pregnancy & Maternity

The Company is also committed to ensuring that no policy, procedure, provision, rule, requirement, condition or criterion will be imposed on anyone without justification if it would be likely to put that person at a disadvantage on any of the above grounds. All employees, whether part-time, full-time or casual, will be treated fairly and with respect.

This policy applies to all stages of the recruitment and selection process including promotions, as well as throughout individuals' employment. Aptitude and ability will be the basis on which judgements affecting employees are made.

All staff who have responsibility for recruitment (including A Blocks), selection and promotion, or who supervise other staff, will receive equality awareness training. Other staff, including teaching staff will have the opportunity to attend awareness training in equality and the avoidance of discrimination.

All employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to the Operations Manager, HR Adviser or Accommodation Manager for A Block students.

Our commitments are:

- To create an environment in which individual differences and the contributions of all our staff are recognised, valued, and respected.
- Every employee is entitled to an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff and these should be discussed with your line manager during the appraisal process.



- We will continue to regularly review all our employment practices and procedures to ensure fairness and equality.
- Breaches of our equality & diversity policy will be regarded as misconduct and may lead to disciplinary proceedings.
- This policy is fully supported by senior management.
- The policy will be monitored and reviewed annually.

The successful implementation of this policy depends on the awareness and commitment of all staff and management. Hence all new and current staff will be made aware of this policy and regularly reminded that they must conform to it.

May 2013