

Ripon College Cuddesdon
Equal Opportunities and Diversity Policy



What this policy covers

We recognise the benefits of a diverse workforce and are committed to providing a working environment that is free from discrimination.

We will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on our behalf are required to adhere to this policy when undertaking their duties or when representing us in any other guise.

Policy

Unlawful discrimination

Unlawful discrimination of any kind in the working environment will not be tolerated and we will take all necessary action to prevent its occurrence.

Specifically, we aim to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, gender reassignment, race (including colour, nationality, caste and ethnic origin), disability, sexual orientation, marital status, part-time status, pregnancy or maternity, age, religion or belief, political belief or affiliation or trade union membership. This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- training
- promotion and career-development opportunities
- terms and conditions of employment, and access to employment-related benefits and facilities
- grievance handling and the application of disciplinary procedures
- selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. We will review all policies and implement necessary changes where these could improve equality of opportunity.

Recruitment of ex-offenders

We actively promote equality of opportunity for all candidates, including those with criminal records where appropriate.

We require you to provide details of any criminal record at an early stage in the application process. Any such information should be sent in a separate confidential letter to the designated person. Only those who need to see it as a formal part of the recruitment process will have access to this information.

Having a criminal record will not necessarily prevent you from being appointed.

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Any recruitment decision will depend on the nature of the position and the circumstances and background of the offence(s). We will discuss with you the relevance of any offence to the job in question.

Failure to reveal any information relating to disclosures in accordance with the Disclosures Policy may lead to the withdrawal of an offer of employment.

Our policy in relation to the handling of criminal records data is contained in the Disclosure and Disclosure Information Policy.

Career development

While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career-development opportunities appropriate to their experience and abilities.

However, we will take appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities.

Procedures

Complaints of discrimination

We will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.

If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible with your manager or other senior employee using the Grievance Procedure (outlined elsewhere in the Employee Handbook).

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, we are committed to ensuring that you are protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under the Disciplinary Procedures.

Investigating accusations of unlawful discrimination

If you are accused of unlawful discrimination, we will investigate the matter fully.

During the course of the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions.

If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action.

If the investigation concludes that your actions amount to unlawful discrimination, you will be subject to disciplinary action in accordance with the disciplinary procedure.

Equal Opportunities Monitoring

We may carry out monitoring for the purposes of measuring the effectiveness of its equal opportunities and diversity policy.

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Equal opportunities monitoring form

We are an equal opportunities employer and as such we ask all candidates to complete and return this Equal Opportunities Monitoring Form. If you prefer, you may return this form in a separate envelope.

The data gathered will help us to monitor the effectiveness of our equal opportunities policies and procedures. It will be held and processed separately to your application and in accordance with the Data Protection Act 1998.

THIS INFORMATION WILL HAVE NO IMPACT ON THE FINAL RECRUITMENT DECISION.

Position applied for	
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In each section listed below, please choose one option by marking 'X' in the appropriate box.

AGE

16-17		18-21		22-30		31-40	
41-50		51-60		61-65		66-70	
71 +		Prefer not to say					

DISABILITY

<p>The Equality Act 2010 defines a disability as a physical or mental impairment that has a substantial and long-term adverse on an individual's ability to carry out normal day-to-day activities.</p> <p>Do you consider that you have a disability?</p>			
Yes		No	
			Prefer not to say

GENDER

Male		Female	
Prefer not to say			

MARITAL OR CIVIL PARTNERSHIP STATUS

Married		In a registered civil partnership	
Not married / in a civil partnership		Separated	
Divorced		Widowed	
Prefer not to say			

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ETHNIC GROUP

Asian / Asian British		Black / Black British	
Bangladeshi		African	
Chinese		Caribbean	
Indian			
Pakistani			
Other Asian background (please specify)		Other Black background (please specify)	

Mixed Ethnic Group		White	
White and Asian		White British	
White and Black African		White Irish	
White and Black Caribbean			
Other Mixed background (please specify)		Other White background (please specify)	

Other Ethnic Group (please specify)	
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Prefer not to say	
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SEXUAL ORIENTATION

Bisexual		Homosexual / Gay / Lesbian	
Heterosexual		Prefer not to say	

RELIGION OR BELIEF

Buddhist		Christian	
Hindu		Jewish	
Muslim		No religion	
Sikh		Prefer not to say	
Other religion or belief (please specify)			

DATA PROTECTION

By completing this form, I agree to the organisation holding and processing the data I have provided, for its legitimate business reasons stated above.

Date	
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