

# Equality, Diversity and Inclusion Policy

## Document Control Information

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The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives. This Policy has been subject to an Equality Impact Assessment this can be accessed on [Policies and Reports - Glasgow Kelvin College](#)

# Glasgow Kelvin College

## Equality, Diversity and Inclusion Policy

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## 1. Statement of General Policy

This is the approved Policy of the Board of Management of Glasgow Kelvin College (the College”) produced in partnership with management, trade unions, students, student and staff representatives and stakeholders.

Our College believes that equality, diversity and inclusion is integral to a successful modern workplace. We want to develop and implement policies and systems that challenge stereotypes across all aspects of our work. Such a culture, and the consequent sustainable programme of change, will benefit everyone in the College. It will attract a diverse range of high quality staff and students and identify our College as a progressive and innovative workplace that is committed to providing its students and staff with an environment in which they are welcomed, respected, valued and supported. We oppose all forms of discrimination, harassment and victimisation of any kind and we aim to ensure that the College provides an environment that advances equality, celebrates diversity and allows everyone to achieve their fullest potential. Its equality policies, procedures and associated practices apply to all students, staff, partnership organisations, contractors and service providers who shall be required to comply with their requirements.

The purpose of this Policy is to communicate this commitment of the Board of Management to the promotion of equal rights and advancement of equal opportunities for all student and staff of the College. This policy seeks to establish coordinated and positive measures to promote inclusiveness, diversity and equality in all our actions and in line with Equality legislation.

The College’s commitment to equality, diversity and inclusion supports our vision and reflects its ethos and values, as expressed in our Strategic Plan. The College’s reports, Public Sector Equality Duty and Equality Outcomes provide information on our progress in meeting our obligations under The Equality Act 2010. The College is committed however to going beyond legal compliance as we aspire to achieve excellence in equality, diversity inclusion in all that we do.



Signed:   
Principal / Chief Executive of the College)

Date: 05 June 2024

## **2. Policy and Scope**

**2.1.** The College recognises the strength of a multi-cultural and diverse society and is committed to advancing equality of opportunity and fairness in all areas of learning, employment and service delivery. We value the diversity of our student population, staff, service users and people living in our communities.

This Policy applies to:

- students and/or where necessary their carer/advocate;
- all staff;
- members of the Board of Management;
- employers associated with the College;
- visitors;
- service users;
- partnership organisations; and
- contractors and service providers.

**2.2.** The College's main function is to provide teaching and learning. The Equality, Diversity and Inclusion Policy applies to all aspects of the College's functions but in particular areas such as:

- student admissions and access;
- student attainment, achievement and assessment;
- provision of student guidance and support;
- curriculum design and delivery;
- staff recruitment, selection, employment, career progression and professional development;
- working in partnership with the community and establishing community links;
- service delivery and procurement;
- marketing; and
- quality assurance in all policies and functions.

**2.3.** The College aims to fulfil the statutory and general duties in current Equality Legislation, The Equality Act 2010 (The Act), in carrying out its functions, it will have due regard to the need to:

- to eliminate all forms of discrimination, harassment and victimisation that are prohibited by the Act;
- advance equality of opportunity; and
- foster good relations.

**2.4.** The College aims to ensure equality for all and that those groups within society who are more likely to experience discrimination, and are protected by The Act, do not experience unlawful discrimination, harassment or victimisation while working, studying or visiting the College. The College opposes all forms of direct and indirect discrimination against an individual because they have one or more protected characteristic or through association in accordance with the legislation. These protected characteristics (of which there are nine for employment and eight for the provision of services) are listed in the table below:

**Table 1: Protected Characteristics**

| <b>Employment</b>             | <b>Provision of Services</b> |
|-------------------------------|------------------------------|
| Disability                    | Disability                   |
| Sex                           | Sex                          |
| Gender reassignment           | Gender reassignment          |
| Marriage or civil partnership | Pregnancy and maternity      |
| Pregnancy and maternity       | Race                         |
| Race                          | Religion or belief           |
| Religion or belief            | Sexual orientation           |
| Sexual orientation            | Age (over 18s only)          |
| Age                           |                              |

**2.5.** The College’s policy also prohibits discrimination on the grounds of:

- language or social origin;
- membership, or non-membership, of a trade union;
- a real or suspected medical condition or infection (a violation of The Equality Act based on an actual or perceived medical condition);
- social background (background such as family, education, social, financial status);
- status as looked after children or care leavers;
- menopause (considered under the Equality Act 2010 under the following protected characteristics: age and sex. It may also be considered a disability under discrimination law); or
- status as ex-offender other than non-spent convictions.

**2.6.** To meet the requirements of The Act and the specific duties of the Public Sector Equality Duty the College commits to:

- promote a culture of equality, diversity and inclusion. We are committed to adopting flexible strategies and practices and will strive to ensure that there are no barriers to the progress of students or staff and that everyone has a chance to achieve their aspirations;

- create a working and learning environment free of bullying, harassment, victimisation and discrimination, promoting dignity and respect for all, and where individual differences and the contributions of our staff and students are recognised and valued;
- consider the needs of our stakeholders in decision making processes;
- assess the impact of any changes to services or how they are accessed to ensure that these do not impact negatively on any section of society and publish these accordingly;
- provide opportunities for training, development and progress to our staff, who will be helped and encouraged to develop their full potential, and fully support our Equality, Diversity and Inclusion Policy and associated practice. This commitment includes training managers and employees about their rights and responsibilities under the Policy. Responsibilities are contained within the staff job description and online training is provided every two years. Training and development will include how staff should conduct themselves to help the College provide equal opportunities in employment and learning, and challenge/prevent bullying, harassment, victimisation and unlawful discrimination;
- seek opportunities for the celebration of diversity within its learning community and within the communities which it serves;
- make decisions concerning staff based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act)
- monitor the impact of our policies, practices and plans through the collection and analysis of statistical data on protected characteristics of job applicants, full-time and part-time employees and student and service users and review when necessary;
- fully investigate any breaches of this Policy and take appropriate action. Employees and students who believe that they have suffered any form of discrimination, harassment, victimisation or bullying are encouraged to raise the matter through the College's Report and Support online reporting system or agreed policies and procedures. Any person contracted to work for the College, agency worker or member of a partnership organisation working with the College who believes that they have suffered any form of discrimination are encouraged to try to resolve the matter through the College's policies and procedures, these are listed in section 7, if you are not clear which policies apply please contact HR, your course tutor or main contact at the College. Such acts will be dealt with as misconduct under the College's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- regularly review its learning, teaching and working environment to understand how different individuals may be affected by our activities, so that our policies and services are appropriate and accessible to all, meet their needs and work to achieving equal outcomes in learning, employment and service provision. Thus ensuring the best match to current and future needs of all the communities we serve.
- ensure a College wide approach to mainstreaming equality through our:
  - policies, practices and plans;
  - Public Sector Equality Duty Report;
  - action plan to support the implementation our Equality Outcomes; and
  - inclusion of equality in planning and annual review; and.
- monitor our findings on an annual basis and publicly report these in the College's Public Sector Equality Report.

### **3. Responsibilities and Arrangements**

To ensure that the Equality, Diversity and Inclusion Policy is effectively implemented, individual responsibilities and arrangements are specified in this section.

#### **3.1. Board of Management**

It is the responsibility of the Board to ensure that the College fulfils its legal responsibilities under The Act. The progress against its equality agenda and implementation of its Equality Outcomes is reported by the College at regular intervals to the Board of Management and its standing committees.

#### **3.2. The Principal**

Through demonstrating visible leadership and accountability at all levels of management and working in partnership with our staff, students, trade unions and other stakeholders we will embed equality in all that we do, in our culture and service provision.

The College Principal is accountable to the Chair to the Board of Management and has an overall responsibility for giving a consistent and high profile lead on equality issues and ensuring the implementation of its equalities agenda within all aspects of the College's strategic and operational functions.

### **3.3. The College Management Team**

The College Management Team is responsible for:

- embedding actions to achieve the College's Equality Outcomes into Operational Plans;
- the implementation of the Equality, Diversity and Inclusion Policy, its associated procedures and practices;
- ensuring that staff are aware of their responsibilities and that they receive support and training; and
- following the relevant procedures and taking action against staff or students who breach the College's Equality, Diversity and Inclusion Policy.

All managers are required to demonstrate leadership in implementing the Board's equality agenda and in advancing equality and diversity. In addition the College has an expectation of all staff to undertake a leadership role for advancing equalities in the activities they discharge on its behalf, to challenge discrimination in all its forms and foster good relations.

### **3.4. Managers**

Managers are responsible for ensuring the implementation of the College's Equality, Diversity and Inclusion Policy and its associated procedures and practices. Managers will ensure that staff actively participate in training and development and monitor and report their team's contribution to the College's equality agenda and identify and share good practice in their area of responsibility.

### **3.5. All Employees**

All staff are responsible for advancing equality, challenging discrimination in its various forms including, stereotyping, victimisation, bullying and harassment and fostering good relations. Staff are required to attend training to enhance their understanding of equality issues and equip them to challenge discrimination in its various forms. It is the responsibility of every member of staff to report breaches of this policy and its associated procedures.

All staff should understand they, as well as the College, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, students, customers, suppliers and the public.

All job descriptions for staff contain a clause relating to their duty and responsibility to eliminate unlawful conduct, advance equality of opportunity and foster good relations across the protected characteristics.



This ensures that staff clearly understand the Board's commitment to equality and actively challenge discrimination or harassment, should it occur, and advance equality.

### **3.6. Students**

Students are:

- required to adhere to the College's codes, policies, procedures and practices associated with its equality, diversity and inclusion agenda and shared through the student induction process;
- responsible for promoting equality, challenging or reporting any discriminatory behaviour / practices they witness;
- encouraged to participate in campaigns, activities that support and advance the College's equalities agenda and celebrate multiculturalism;
- encouraged to work collaboratively with diverse groups and should be respectful of others challenging negative attitudes; and
- expected to engage with the Student Engagement Officer and the Student Association to promote diversity in College life creating an all-inclusive learning environment.

It is the responsibility of every student to report incidents and to actively promote mutual respect and equality and diversity.

### **3.7. Contractors**

A contractor is an individual or company we do not employ but who we commission/contract to carry out a set task or tasks during the duration of contract, whether this is on a formal contract basis or not. Contractors and Service Providers on behalf of the College are responsible for following this Policy, and to report breaches of this policy and its associated procedures.

### **3.8. Equality and Diversity Committee**

The Equality and Diversity Committee oversees the Board's equalities agenda. The Committee will review and monitor the implementation of this Policy and associated practice annually.

## **4. When does this policy apply?**

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on the College's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to the College).

Set out below some specific areas of application:

a) Recruitment

Selection for employment at the College will be on the basis of aptitude and ability. Further detail is set out in our Recruitment and Selection Policy. The College will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination and inform its Recruitment and Selection approaches. Statistical data is published in our Public Sector Equality Report by protected characteristics.

b) Promotion

All promotion decisions will be made on the basis of merit, and will not be influenced by any of the protected characteristics. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

c) Training

Staff (and students when appropriate) will be required to participate in training and development activities, to encourage the promotion of the principles of this policy.

d) During employment

The terms and conditions of employment available to staff are agreed under the National Recognition and Agreement Procedure, the application of these agreed terms and conditions will be reviewed on a regular basis to ensure that access is not restricted by unlawful means locally within the College. All College Policies and Procedures are reviewed every three years (or when necessary in light of changes to legislation or developments in case law) in partnership with our recognised Trade Unions, staff and students (where appropriate) to provide conditions to meet the needs of all of our staff and students and in particular to ensure the needs of disadvantaged or under-represented groups are met.

## **5. Breach of the Policy**

The College will take seriously any instances of non-adherence to or a breach of the Policy by students, staff, contractors or visitors. Any instances of non-adherence will be investigated with the intent of resolving matters. Where appropriate, such instances may be considered under the relevant formal policies and procedures.

The College strongly encourages informal and local resolution of issues or complaints. Our Dignity and Respect Policy details the informal process to support staff and students to this end.

Where appropriate, all student and staff complaints about breaches of the Policy should be raised at a local level in the first instance, with a view to informal and timely resolution. If such attempts to resolve complaints are not successful, or are inappropriate due to the nature of the breach of the Policy, then:

- students who believe there has been a breach of the Policy in relation to the provision of a service, the academic process or facilities provided by the College may raise this through the Student Complaints Procedure;
- instances of students breaching the Policy may be investigated under the Student Code of Behaviour;
- staff who believe there has been a breach of this policy may report it using the '[Report It - Staff](#)' tool; raise it through the Dignity and Respect Policy and Procedure; or raise a grievance through the College Grievance Policy and Procedure. Where appropriate the matter will be dealt with in accordance with the Disciplinary Policy and Procedure.
- students and staff may report a breach using '[Report It-Students](#)' or '[Report It – Staff](#)' system either anonymously or formally by making a named report.

Support is available for students and staff when these procedures are invoked. For students, support is available from their Course Tutor, the Student Association or Learner Support Services and Student Counsellors. For staff, advice and guidance is available from their manager or HR Team. Staff also have access to an independent external Employee Assistance Provider: **MCL Medics (Employee Assistance Programme)**

Download the App accessed through:

**URL:** <https://www.mcl-medics.com/glasgow-kelvin/>

**Password:** Welcome\_Glasgow\_Kelvin

Access Code: 593925

**Email:** [eap@mcl-medics.com](mailto:eap@mcl-medics.com)

**Freephone:** 0800 196 1441

Any visitor, or service user other than students, who believes there has been a breach of this policy may complain in writing to the Director of Human Resources.

## 6. Distribution of the Equality, Diversity and Inclusion Policy

The Equality, Diversity and Inclusion Policy for the College is easily accessible and is available from the:

- College Website or Intranet;
- Human Resources Department; and
- Guidance and Advice.

In addition, the College will ensure that:

- a copy of the Policy a copy is contained within the self-service account of staff;
- the policy is communicated to all employees, through induction training, management training, team briefings, displayed on notice boards, contained in the staff handbook, accessible through the College Intranet, referred to in the College Newsletter on a regular basis and made known to job applicants through its website;
- the policy is communicated to all student through the induction process;
- the policy is communicated to all potential students via the website;
- the policy is issued to individuals contracted to carry out work for the College, agency workers and partnership organisations; and
- managers and supervisors are aware of their responsibilities through appropriate and regular training.

## **7. Monitoring and Review**

Evaluation and auditing will include information taken from the following sources:

- collection and analysis of statistical data on the age, disability, sex, gender reassignment, race, marital status, religion or belief and sexual orientation of all job applicants, full-time and part-time employees (including Pregnancy and Maternity) and student;
- recorded incidents of bullying, harassment, victimisation or discrimination through policies and procedures such as Code of Student Behaviour, Commendations and Complaints Procedure, Discipline and Grievance policies;
- Public Sector Equality Duty Report;
- Report and Support online reporting tool;
- information gained from the use of exit Interviews;
- feedback from the general staff through the Joint Negotiation and Consultation Committee;
- feedback from the Student Association;
- review of the annual Student Satisfaction Survey data;
- quarterly statistics from the Employee Counselling Service;
- information gained from the equal opportunities form used during the recruitment process;
- information gained from return to work interviews after periods of sickness absence;
- staff attitude surveys; and
- recorded incidents of harassment raised through the Complaints Procedure.

Responsibility for monitoring the application of this policy will rest with senior management.

## 8. Methods of Publication

The College will report regularly and, formally monitoring information collected and analysed to the relevant College Committees as appropriate. The results of assessment and monitoring data shall be published on annual basis through the College's Public Sector Equality Duty Report.

This will be presented to the Joint Negotiation and Consultation Committee and the Board of Management Committee and relevant standing committees. Copies of the report shall be made available upon request. The availability of the report shall be advertised when appropriate in the Staff Newsletter, 'Staff' email and through team briefings. Existing staff and students can access the report through the College's Intranet or can obtain a copy from the College's Human Resources Department. Copies of minutes from the Board of Management and its Committee meetings are available in the College via the Intranet which is accessible to staff and students.

## 9. Supporting Policies, Procedures and Practice

<https://www.glasgowkelvin.ac.uk/policies-procedures/>

- Dignity and Respect Policy and Procedure
- Grievance Policy and Procedure
- Disciplinary Policy and Procedure
- Public Interest Disclosure Policy
- Recruitment and Selection Policy and Procedure
- Policy and Procedure for PVG and Criminal Record Checks
- ICT Acceptable Use Policy
- Social Media Procedures
- Data Protection Policy
- Gender Based Violence Policy (will be launched 2021/22)
- Safeguarding Children, Young People and Vulnerable Adults Policy
- Menopause Policy
- [Commendations and Complaints Handling Procedure](#)
- Code of Learner Behaviour
- Staff Guide to Challenging Behaviour
- [Student Online Etiquette](#)
- [Student Association Partnership Agreement](#)
- [Student Charter](#)
- [Ethos and Values Framework](#)
- [Report It – Staff](#)
- [Report It - Students](#)