



UK COLLEGE  
OF BUSINESS AND COMPUTING

## Equality and Diversity Policy

Reviewed by	ND/SE
Reviewed on	Nov 2017
Approved by	ASQC
Approved Date	Dec 2017
Next reviewed by	Nov 2019
Version	V3.1

## Introduction and Policy Statement

Equality and Diversity are core requisites for the operation of the College. UKCBC treats all people with dignity and respect, and promote the equality of opportunity and diversity.

### Positive About Equality and Diversity

#### Respect and Dignity

UKCBC treats each other fairly with respect and dignity regardless of:

- Age
- Disability
- Marriage and civil partnership
- Gender Reassignment
- Pregnancy and maternity
- Race, Nationality
- Religion or Belief
- Sexual Orientation
- Social & economic status

The college is committed to promoting a positive work environment for our highly competent and motivated employees, and ensure that they are given every opportunity to realise their goals and aspirations to fulfil their potential. Therefore, all UKCBC staff members promote equality and celebrate diversity, and will not tolerate discrimination which is highly unfair and illegal.

## Links to QAA Quality Code and Legislation

Equality and Diversity permeates throughout UKCBC's management and operation of services and is embedded within the recruitment, admissions, administration and student service activities and the teaching, learning and assessment of students. As such it resonates with several Quality Code expectations particularly **B4 and B5**.

*Higher education providers have in place, monitor and evaluate arrangements and resources which enable students to develop their academic, personal and professional potential. **B4***

*Higher education providers take deliberate steps to engage all students, individually and collectively, as partners in the assurance and enhancement of their educational experience. **B5***

Furthermore the **Equality Act 2010** is concerned with protecting the rights and services expected by all individuals. This covers all aspects of the Colleges operation, including premises, students, stakeholders and employees.

The Act is concerned with preventing harassment, discrimination and victimisations and ensuring no individuals are disadvantaged as a result of a disability or particular personal characteristic known as a “protected characteristic”.

This document is designed to provide confidence in the College’s deliberate management, promotion and embedding equality and diversity in all its functions.

### **How it is achieved?**

UKCBC’s underlying commitment is to eliminate discrimination and promote equality across all protected characteristics which translates to Equality and Diversity being embedded in all policies, practices, decision-making and evaluative processes;

1. We actively promote access to learning programmes and services for all our learners and potential students to enable them to improve their skills, to make progress and be successful in realising their ambitions;
2. We create a visibly diverse environment which values and celebrates difference and raises the aspiration of existing and potential learners;
3. We develop a staff profile, management team and governing body which are commensurate with the above;
4. We provide services which are effective in recognising and assessing the specific needs of individuals and in ensuring that the right kinds of support and intervention are provided to meet these needs;
5. We will, wherever possible, procure services from organisations who demonstrate a commitment to Equality and Diversity.
6. We tackle discrimination, whether direct or indirect, and ensure that procedures are fully understood for challenging all forms of discrimination, harassment, bullying and other unacceptable behaviour;
7. We promote an ethos within the College whereby all learners and members of staff respect the views, values, culture and beliefs of others - regardless of ethnicity, national origin, gender, gender reassignment, sexual orientation, marital status, religious beliefs, political affiliation, age, social class, disability, trade union membership or non-membership, employment status, role as a parent, guardian or carer. We acknowledge that individuals may belong to more than one “group”.
8. We undertake rigorous monitoring of learner achievement and take action aimed at addressing any equality gaps;
9. We develop a systematic approach to assessing the impact of new and existing policies, procedures and processes to ensure that negative impacts are identified and addressed.

## **Aims of the Policy**

The Policy aims to:

1. Eliminate all forms of discrimination;
2. Respond to the legislative framework defined in the Equality Act (2010) and to promote good practice by complying with all duties relating to ethnicity, national origin, gender, sexual orientation, marital status, religious beliefs, political affiliation, age, social class, disability, trade union membership or non-membership, employment status, role as a parent, guardian or carer;
3. Ensure that our policy commitments on equality and diversity and inclusiveness impact on all of the College's activities;
4. Set equality targets to widen participation and narrow the achievement gap across all levels of learning and progression;
5. Ensure that equality targets are continuously monitored and evaluated by senior management who are responsible for the targets;
6. Integrate equality monitoring within the quality management system and self-assessment process;
7. Achieve a reputation for the College as a positive equal opportunities employer and provider of education and training services.
8. Stay alert to potential equality and diversity impacts arising from relevant higher education bodies' compliance with the Prevent duty.

## **Scope of the Policy**

The Equality and Diversity Policy applies to governors, staff, students and partners. This policy is at the core of all of our activities and systems that contribute to quality assurance and improvement.

UKCBC endeavours to ensure that all visitors to the College recognise and support our commitment to equality and diversity.

## **Who should be aware of this policy?**

Management, all members of staff and learners must be made aware of this policy and have a responsibility to comply with the standards defined within this policy and other associated policies and procedures.

## **How is this policy implemented?**

The Principal and the Senior Management at UKCBC are responsible for the implementation, development and improvement of the Equality and Diversity Policy and practice across the organisation thereby ensuring compliance with legislation.

College management are responsible for ensuring that they are aware of and meet their statutory responsibilities, and managers will ensure that all members of staff and all learners are made aware of and comply with the policy and the related procedures and processes.

There will be advisory groups comprising staff and students to comment on the implementation of the Policy. Individual breaches of the Policy will be dealt under the Student or Staff Disciplinary Procedures.

The College will implement change to achieve this Policy through action. All action plans in the College will take account of each of the following equality strands (protected characteristics):

- Age
- Disability
- Marriage and civil partnership
- Gender Reassignment
- Pregnancy and maternity
- Race, Nationality
- Religion or Belief
- Sexual Orientation
- Social & economic status

This will be a whole organisational approach. Equality and Diversity is led by the Senior Management Team and is developed through collaboration with staff and student representatives, and by professionally updating staff and educating our student community.

A clear set of equality and diversity measures will be used to assess the impact of the Policy and practice, and College performance will be benchmarked against comparable external outcomes.

The College should then perform the following activities:

1. Monitor the data relating to a range of processes (e.g. admissions, retention and achievement) to identify whether the intended policies are being achieved;
2. Review performance against the targets to ensure year-on-year improvements;
3. Inform the development of strategies to tackle differences in success rates;
4. Build equality of opportunity into all procedures, processes and actions across the organisation;
5. Train and develop staff to raise their awareness of equality and diversity and ensure that they understand their responsibilities to implement this Policy;
6. Consider equal opportunities during staff recruitment.

## **How this policy is monitored and evaluated?**

Implementation of the Equality and Diversity Policy will be monitored by the Programme Management Team on a regular basis – with particular focus and review through Service Area Self Evaluation including relevant action plans. An annual report will be provided to the Board of Governors. The Policy will be reviewed regularly to meet the changing needs of the communities that we serve and to reflect changes in legislation.

## **Board of Governors**

The Board of Governors is ultimately responsible for Equality and Diversity in UKCBC and for reviewing its effectiveness in line with the QAA Quality Code.

## **Members of the College Management:**

- Have a duty to actively promote the importance of equality and diversity and will drive forward organisational change;
- Are responsible for the provision of appropriate and adequate resources to ensure successful implementation of the Equality and Diversity Policy across the organisation including on-going staff development training;
- Have a duty to review and report on the effectiveness of the Equality and Diversity Policy on an annual basis and take action to make necessary improvements.

## **All staff will:**

- Ensure that they are aware of their legal responsibilities and to promote and implement the Equality and Diversity Policy;
- Ensure that they comply with processes and procedures relating to the monitoring of equality and diversity within their roles and areas of work;
- Support, promote and encourage continuous improvement in the area of equality and diversity within their own area of work;
- Take responsibility and corrective action where issues for improvement are identified.

## **Students at UKCBC will:**

- Support and respect all students and members of staff
- Understand this policy
- Challenge inappropriate behaviour or discrimination
- Report unacceptable behaviour to class lecturer, Academic Manager or Campus Manager in person or by the uSupport system.