



**EQUAL OPPORTUNITIES POLICY
Code of Practice
London Campus**

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1) Our Commitment

We are committed to the achievement of equal opportunities. This is central to our mission as a School and as a provider of higher education.

We recognise and accept our responsibilities under the law. We believe discrimination, either direct or indirect as defined in law, is unacceptable, and we will not tolerate it. In the same way, victimisation, as defined in law, is unacceptable and will not be tolerated.

However, our policy is not limited to the minimum standards imposed by the law. We are committed to achieving best practices in the area of equal opportunities. Everyone who is or who seeks to be a member of staff or a student of the School is entitled to receive equality of opportunity and treatment that is appropriate and fair irrespective of:

- ◆ age
- ◆ colour
- ◆ disablement
- ◆ marital status
- ◆ race/ethnicity
- ◆ religion
- ◆ sex
- ◆ gender
- ◆ employment status
- ◆ sexual orientation
- ◆ nationality
- ◆ caring responsibility
- ◆ socio-economic status
- ◆ other unjustifiable factors

This list is not exhaustive.

We will be proactive in all matters relating to equality of opportunity and diversity. We value and will celebrate the richness brought to our institution by a diverse population, staff and students. We recognise and will seek to reflect the positive contributions brought to the School by the variety of its staff and students.

We also recognise that the behaviours through which diversity is evident must be consistent with the values that underpin this policy document.

Additionally, we recognise that despite our best intentions, circumstances may arise where we fail to provide an appropriate and professional service to people, consistent with the aims of this policy. We are committed to taking action in such circumstances.

2) Responsibility

All members of the School will take responsibility for their actions.

Specifically:

- ◆ The overall managerial responsibility for equal opportunities lies with the UK Dean, who is accountable to the Board of Trustees.
- ◆ All managers and supervisors are responsible for ensuring that this Equal Opportunities Policy is implemented in their areas of responsibility.
- ◆ The Human Resources Manager is responsible for taking action in relation to equal opportunities in employment matters, monitoring the effectiveness of the policy, and ensuring appropriate provision of supportive staff development.
- ◆ The Academic Director and Heads of Department are responsible for taking action in relation to equal opportunities in the operation of academic programmes.
- ◆ All employees and students are responsible for ensuring that they act at all times in a way that is consistent with our equal opportunities policy. Individuals may be personally accountable should any complaint arise in respect of breaches of the policy.
- ◆ People not employed by the School but who play a part in its activities, e.g. visitors, clients, contractors and suppliers of goods and services, will be made aware of our expectation that they will operate within the scope of this policy.
- ◆ We will expect contractors and suppliers to demonstrate their commitment through evidence of their own equal opportunities policy.

3) Scope of the Policy

The School seeks to ensure equality of opportunity and treatment in relation to all of its activities, both as an employer and as a higher education provider.

As an institution of higher education, we seek to offer equal opportunities for access to courses and the range of facilities we provide for students within our admissions policies. We strive to encourage the participation of students from a variety of backgrounds, at various stages of their lives and careers, and with a wide range of qualifications and experience. We believe that students should benefit from and take pride in being part of a School that regards its diversity as a significant strength. Selection criteria and procedures are monitored and reviewed to ensure that equal opportunities are promoted and that students are recruited on the basis of their merits and abilities. We also believe that merit and ability should determine student progress and achievement. Through effective monitoring and review, we ensure that students from a wide variety of backgrounds can demonstrate progress and achievement.

As an employer, we seek to ensure equality of opportunity and treatment in the recruitment, selection, retention, training and promotion of staff at all levels, and the adoption of flexible patterns of working. To this end, we develop personnel policies and practices that will demonstrate and further our commitment to Equal Opportunities. Selection criteria and procedures are designed, and outcomes monitored and reviewed, to ensure that staff are recruited and selected on the basis of their assessed merits and abilities when compared with the needs of the School. We also ensure that applicants or potential applicants are not discouraged or disadvantaged by the adoption of any conditions or criteria that cannot be justified in terms of specific job requirements.



Additionally, we seek to attract, encourage and welcome applications from a wide range of people to enhance the diversity of our staff.

These commitments to staff and students are reflected in the policies we produce. Additionally, we will continue to develop and implement best practices through the establishment of and support for guidance notes on best practices. The development of these guidance notes takes account of relevant statutory Codes of Practice.

4) Implementation

The School has policies and procedures that support and uphold this equal opportunities policy. As a result, everyone can expect to be treated with fairness and for judgements to be made that respect their human rights and ensure natural justice. Decisions are made with integrity following a process based upon transparent criteria.

The School communicates this policy to all staff, students and others e.g. visitors, clients, contractors and suppliers of goods and services involved in its activities. We will continue to develop and implement programmes to ensure that all staff have received appropriate training to enable them to fulfil their responsibilities under this policy.

Consultation with and involvement of a wide range of stakeholders is essential for ensuring that our equal opportunities policy and practice is effective. We also need to ensure that we gain feedback to ensure that the practical impact of our policy and practice does not result in unintended or unfair discrimination or in consequences that are contrary to the aims of this policy.

5) Responding to feedback

The School is committed to responding positively to constructive criticism and complaint concerning equal opportunities.

We recognise that making complaints and expressing concerns in relation to equal opportunities can be challenging. We will take appropriate action to protect students and staff from discriminatory behaviour by any individual or groups within the institution or in the course of their duties or study. Allegations of discriminatory behaviour on the part of students or staff will be dealt with under the appropriate disciplinary or grievance procedure.

Complaints arising within the course of employment or during a period of study as a student should be made utilising, for example, the:

- Staff Grievance Procedure
- Student Complaints Procedure
- Student Complaints Procedure
- Student Code of Conduct and Disciplinary Procedure.