



LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

EQUALITY AND DIVERSITY POLICY

Document title: Equality and Diversity Policy		
Owner: Deputy CEO		
Approving body: Executive Committee	Date of approval: September 2017	
Version: 3.5	Next review date: September 2018	
Supersedes: 3.4	Previous review dates: September 2016	
Public use: Yes	Staff use: Yes	Student use: Yes

Contents

1.	Introduction	3
2.	Scope	3
3.	Policy Statement	3
4.	Grounds of Discrimination	3
5.	Students.....	5
6.	Staff Recruitment and Selection.....	8
7.	Employment	9
8.	Confidentiality	10
9.	Responsibilities for Implementing the Policy.....	10

1. Introduction

The College is committed to providing and supporting an environment that promotes equality of opportunity for all members of staff, students and visitors.

2. Scope

2.1 This Policy applies to all members of staff and students, visitors, contractors, sub contractors, service providers, and any other persons associated with the functions of the College. This Policy covers all sites on which the College carries out its activities.

2.2 Procurement

The College's Head of Operations has rigorous systems in place for ensuring all contractors and tendering organisations comply with our Equality and Diversity Policy.

3. Policy Statement

3.1 The College is committed to a policy of equal opportunities. It is the College's aim that all people are treated fairly on the basis of merit regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, or any other grounds of discrimination (current or subsequently enacted).

3.2 The College recognises that members of staff and students may have a range of aspirations and goals and wishes to provide a positive working and learning environment where diverse skills and experiences are applied to learning and teaching, support services, research, consultancy, administration and management.

3.3 All staff and students should have equal access to the full range of institutional facilities and adjustments to working and learning practices are considered wherever appropriate in order to accommodate a more diverse College community.

3.4 An Equality and Diversity Policy cannot succeed without the active support of the entire College community. The LSST Board has ultimate responsibility, managers have direct day to day responsibility, and all members of staff and students have personal responsibility for its implementation, as outlined below.

3.5 Equality and Diversity are integral to policy formulation, planning and projects and programmes.

3.6 The College takes the above responsibilities very seriously and will investigate any allegations of discrimination and take action as appropriate. It will seek to resolve any conflicts arising from differences in culture, background or expectations in accordance with this policy, procedure and guidance.

4. Grounds of Discrimination

4.1 Avoiding discrimination

Any staff member, job applicant, student and prospective student, or visitor who believes that he/she may have been the victim of discrimination, harassment or victimisation shall have full right of protection under the College's Student Complaint or Staff Grievance Procedures. The College is committed to investigating and resolving all complaints under this policy in line with best practice.

The College will monitor all grievances, disciplinary and capability proceedings, recruitment, promotion, pay and performance. If monitoring reveals evidence of any form of discrimination, remedial action and in some cases, positive action, will be taken to redress it.

4.2 Age

The College will not discriminate against any staff member, job applicant, student, or prospective student because of age, or perceived age. The College will not use age, age-related criteria or age ranges in any recruitment and publicity material or internal and external advertisements, unless it is to take positive action. All staff members will have equal rights to training, promotion and other aspects of career development. Age will not be used to justify a failure to promote or train a member of staff.

4.3 Disability

The College will not discriminate against members of staff, students, job applicants, prospective students, or visitors because of a disability, or perceived disability. The College welcomes applications from people with disabilities, values the contribution of existing staff and students with disabilities, and will treat staff and students fairly should they become disabled. The College will make every effort to facilitate reasonable adjustment to enable staff to carry out their roles. The College is committed to support and enable students with disabilities, impairments or learning difficulties to take part in all aspects of the College's academic and social programmes.

4.4 Gender Reassignment

The College will not discriminate against anyone because they have changed, or are undergoing a change of sex (transsexual) and will support students and staff for whom gender reassignment grounds apply.

4.5 Race

The College does not accept any form of racial discrimination against any staff member, job applicant, student, or prospective student because of their race or perceived race, colour, nationality (including citizenship), ethnic or national

background, or religious beliefs.

All members of the College community have a duty to make sure that their working and learning environment is free from prejudice and victimisation.

4.6 Sex

The College will not treat any staff member, job applicant, student, or prospective student less favourably because of their gender, whether they are male or female.

4.7 Sexual orientation

The College recognises that many lesbian, gay and bi-sexual people perceive and sometimes experience exclusion in social, academic and work-related activities, and it will continue to work towards an environment when all people feel able to be open, should they choose, about their sexuality.

4.8 Religion or beliefs

The College will not discriminate against any staff member, job applicant, student, or prospective student because of cultural or religious beliefs or perceived beliefs. All members of the College are expected to take account of the rights and reasonable sensitivities of others in pursuing their own observance.

4.9 Type of Contract

The College recognises its responsibilities under the Part-Time Workers (Prevention of Less Favourable Treatment) Directive 2000 and Fixed-Term Work Directive 2002 to ensure that Part-Time and Fixed-Term workers are in no less favourable position than staff with permanent and/or full time contracts.

5. Students

5.1 Admissions

- a) Recruitment and all other marketing literature shall include a reference to the College's Equality and Diversity Policy. All recruitment literature shall use appropriate language and shall Prospective students shall be given realistic guidance on the costs they can expect to pay and of the financial support arrangements available to them.
- b) The College shall select its students in accordance with its Admission Policy.
- c) The College shall take steps to ensure that academic, admissions staff and tutors are aware of and conform to the College's Equal Opportunities Policy.

- d) The procedures followed during the process of admissions and clearing shall be regularly reviewed and if necessary revised to minimise the risk of inadvertent discrimination.
- e) The College will monitor and regularly review its policies and procedures to ensure that they continue to support the College's mission and strategic objectives, that they remain current and valid in the light of changing circumstances and that they meet all external requirements, including adherence to equalities legislation. If there is any indication that members of one group have received less favourable treatment than members of another group, the situations shall be investigated and appropriate action taken in accordance with any relevant approved documentation.
- f) Where an applicant has reason to believe that their application has not been handled fairly, objectively or in accordance with the procedures described above and/or in the Admissions Policy, the applicant should write to the College Admissions Manager setting out their reasons.

5.2 Curriculum

- a) The College recognises the importance of the development of the individual through the educational process and the role of the curriculum in ensuring that this development is fulfilled.
- b) The College is therefore committed to the promotion of equality of opportunity with respect to programme content, approaches to teaching and learning, assessment methods and the structure and timetabling of courses of study. Further, it shall aim to ensure that documents such as module study guides and programme handbooks, teaching materials and assessments reflect the aims of this Policy and are available in alternative formats.
- c) The College shall aim to offer a portfolio of provision which is of relevance and interest to persons of all genders and from a wide range of social and cultural backgrounds and which are accessible.
- d) The College will encourage perspectives which reflect the cultural diversity of our society and which are neither gender dominated nor ethnocentric.
- e) The College will promote equality of opportunities through the processes of validation and monitoring the use of a range of teaching approaches as well as assessment methods.

5.3 Teaching

- a) All staff and students of the College shall use language which is appropriate and is not gratuitously chosen in order to cause offence to particular groups, in the course of teaching and learning and in support of teaching and learning. However, it is fundamental principle of academic freedom that reasoned argument may be employed to test and challenge views, opinions and assertions of all kinds, and in no circumstances may this clause be used to discourage or prevent the exercise of that

freedom.

5.4 Assessment

- a) The College's objective is to provide a fair method of assessment to ensure equality of opportunity for all of its students.
- b) Appropriate and flexible arrangements shall be made for students with known disabilities and/or specific learning difficulties in the assessment and examination process. Invigilators of examinations shall also be aware of this policy and shall be expected to act in accordance with it. The validity of examinations and assessments shall not be affected by any such arrangements.
- c) The College expects all external examiners to act in accordance with this Policy.

5.5 Services and Facilities

- a) The College is committed to access by all of its students in groups or as individuals to the central services it provides and the facilities it offers.
- b) All central services within the College which offer services directly to individual students shall monitor the impact of the delivery of their services.
- c) The College's catering services aim to take account, as far as is practicable, of the cultural, religious and dietary needs of all students in the provision of meals.
- d) Recreational opportunities shall be kept under regular review to ensure that the provision does not disadvantage any particular groups of students.

5.6 Health and Safety

- a) The College aims to provide its students with a healthy and safe environment in which to study and live. Detailed policies are available and it is the duty of all students to familiarise themselves with those and comply with the relevant requirements. The enforcement of reasonable health and safety requirements shall not constitute discrimination.
- b) The College shall make every effort to make reasonable adjustments to ensure that all parts of the College are accessible and safe.

5.7 Code of Conduct

The College's procedures shall be kept under review to ensure currency.

5.8 Training

- a) All College staff normally having contact with students shall be made aware of this Policy which shall be supplemented by basic training appropriate to their role in the College.

b) Specific advice and training shall be given to Academic staff in relation to recruitment and selection, assessment, tutoring and student disciplinary matters.

5.9 Harassment and Bullying

Allegations of harassment and bullying are regarded extremely seriously and may be grounds for disciplinary action, in accordance with the College's policy and procedure.

6. Staff Recruitment and Selection

6.1 Advertisements

The College will advertise posts outlining the relevant skills, qualifications, knowledge, competencies, and experience necessary for the job in order to attract the best applicants, unless it is to take positive action to welcome applications from groups which do not usually apply, or are underrepresented in the workforce or in the grade being advertised.

When positive action is appropriate and in response to meeting the needs of a particular group who may be under-represented, the College will consider placing advertisements in appropriate publications.

Any external recruitment provider will be vetted and used only if its practices are compliant with the College's policies regarding equality and diversity

6.2 Short listing and Interviews

The College will produce a shortlist of job applicants who, from the evidence available, appear to have the necessary skills and abilities in relation to criteria stipulated in the job description/person specification.

The College will ensure that all staff members who are involved in short-listing or in interviewing job applicants or involved in other selection processes, are trained in line with the College's policies on equality and diversity, and act within them.

The College will monitor job applications, short listing, interviewees and appointments, for both permanent and temporary positions, with regards to age, ethnic origin, disability, gender. If monitoring reveals evidence of any form of discrimination, remedial action will be taken to redress it.

The needs of applicants with disabilities are taken into account during the recruitment and selection process. The HR Officer will advise the Chair of the selection panel on the necessary arrangements for disabled applicants to compete on a fair and equal basis.

7. Employment

7.1 Equal pay

The College supports the principle of equality of opportunity in employment and believes that staff should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value, regardless of gender (including staff who have undergone gender re-assignment).

7.2 Job descriptions

All staff members have a job description, which outlines the main duties of their role within the College.

If an employee changes roles during their employment they will be given a job description for their new role.

7.3 Appraisals

The College operates an annual performance review process in which all members of staff are encouraged to participate. Managers will use this process to give feedback to individuals and provide clear guidance on their area of work.

7.4 Training, development and promotion

All members of staff are encouraged to take part in staff development. Development opportunities are communicated by a variety of means across the College but the appraisal process provides a regular opportunity to agree development activities and review progress.

7.5 Work-life balance

The College recognises, accepts and values staff members' different needs including care responsibilities and personal development.

8. Confidentiality

8.1 The College will protect the confidentiality of any equal opportunities monitoring data on staff or students, and will safeguard any information disclosed voluntarily within the regulations set by the Data Protection Act 1998. The information will be used for statistical purposes only and the College will safeguard the confidentiality of personal information disclosed.

9. Responsibilities for Implementing the Policy

9.1 Equality & Diversity Advisory Group

This group, chaired by the Deputy CEO will have overarching responsibility for:

- overseeing the compliance with all Equality Legislation
- promoting the delivery of positive equality actions across the College
- updating the Academic Board and the LSST Board on equality issues and compliance

9.2 Members of Staff

All members of staff have the responsibility to:

Comply with this Policy and co-operate with their Line Managers treat others with respect at all times actively discourage discriminatory behaviour/practice in training and wider learning opportunities to eliminate prejudice and extend good practice.

9.3 Students

All students are expected to be aware of the Equality and Diversity Policy and to abide by its principles. In particular they should:

- treat everyone with respect and dignity, whatever their background avoid degrading and stereotypical images or such references to minority groups
- treat other students as individuals and refrain from discriminatory or harassing behaviour which relates to current or historical conflict between people of different racial groups.

10. Monitoring and Review

All policies will be reviewed on a rolling basis to ensure their effectiveness in achieving equality of opportunity.

Although overall responsibility lies with the Management Board, it is the responsibility of College managers for initiating these in their area of operation.

The College will maintain a statistical record in terms of sex, age, and race from application stage through recruitment and career progression of staff, and recruitment and academic achievement of students, and provide regular management reports, making recommendations as appropriate.

11. Communication and Consultation

An Annual Report will be made to the Management Board and made available to staff and students on request.

In light of the above, where necessary, recommendations on where improvements could be made.

12. Breach of Policy

Complaints of discrimination on the grounds of the areas covered by this policy should be brought using the appropriate Grievance Procedures for staff or Complaints procedure for students.

If staff has any concerns they should speak to their line manager informally in the first instance. If a member of staff wishes to make a formal complaint, they should refer to the Staff Handbook.

13. Contact Details

For further information or guidance regarding any of the issues covered in the policy, please contact:

Mr Mohammed Zaidi, Deputy CEO (mohammed.zaidi@lsst.ac)

14. Accessible format information

This document can be made available in large print and electronically upon request.

If you require another alternative format please contact us to discuss your requirements.

Appendix 1 Definitions

This Policy uses the following definitions from current employment legislation and advisory bodies such as the Advisory, Arbitration and Conciliation Service (ACAS).

Diversity describes the range of visible and non-visible differences that exist between people.

Discrimination takes place when an individual or a group of people is treated less favourably than others because of factors unrelated to their merit, ability or potential.

Direct discrimination occurs when factors unrelated to merit, ability or potential of a person or group are used as an explicit reason for discriminating against them.

Indirect discrimination occurs when there are rules, regulations or procedures in place that have a discriminatory effect on certain groups of people.

Positive action is the deliberate introduction of measures to eliminate or reduce discrimination, or its effects. It is not about special treatment for any one particular group, but the fair treatment of all people. It is distinct from positive discrimination which is unlawful.

Equal pay means that men and women must be paid the same rates or be on the same scales where they are doing the same work, or work of equal value, or like work.

Bullying can be defined as persistent actions, criticism or personal abuse, either in public or private, which humiliates, denigrates, undermines, intimidates or injures the recipient.

Harassment Is unwanted conduct which may create the effect (intentionally or unintentionally) of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment which interferes with an individual's learning, working or social environment or induces stress, anxiety, fear or sickness on the part of the harassed person.

Victimisation is punishing or treating an individual unfairly because they have made a complaint, or are believed to have made a complaint, or to have supported someone who has made a complaint. It is unlawful, as is postemployment victimisation.

Work/life balance is the process of managing work obligations and personal/family responsibilities and leisure time, whilst achieving success and satisfaction.