



# Equality, Diversity & Inclusion (ED&I) Policy

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Charity Number: SC0 36198

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## 1. Introduction

- 1.1. City of Glasgow College is committed to Equality, Diversity and Inclusion (ED&I) and to providing an environment that is free from bullying, harassment, victimisation and discrimination, in which everyone is treated with dignity and respect.
- 1.2. In addition, the College has a duty of care to protect and support all staff, students and visitors.
- 1.3. This Policy supports the College's commitment to ED&I, as well as the following values: The Individual; Equality, Diversity, & Inclusiveness; Integrity, Honesty & Transparency, and Partnership.

## 2. Purpose and Aims

- 2.1. The [ED&I Initiative 2017-2021](#) sets out our overall ED&I Vision:

“To nurture an environment in which the equality, diversity and inclusion of students, staff and visitors from all backgrounds are routinely anticipated, expertly accommodated and positively celebrated.”
- 2.2. We will monitor the quality, provision and uptake of our services to ensure these are fair, inclusive and meet the needs of our diverse community.
- 2.3. The City of Glasgow College ED&I Statement sets out the College's overall aim to ensure:

**“Equality, diversity & inclusiveness for all:**

  - Fairness.
  - Opportunity.
  - Respect.”

### 3. Scope

3.1. This policy applies to:

- All College users both internal and external (i.e. staff, students, board members, those attending training, visitors, or contractors).
- All work-related activity whether on-campus or off-campus, such as trips, work-related social events, etc.

### 4. Policy Statement

4.1. All applicants or College users will be treated fairly and without prejudice. No one will receive less favourable treatment, or be discriminated against.

4.2. It is our policy to provide equality to all, irrespective of the following protected characteristics:

Age, disability, gender reassignment (including gender identity and expression), marriage and civil partnership status (conditions are detailed in the [College's Summary of Equality Act 2010](#) Guidance) pregnancy and maternity, race (including colour, nationality, ethnic or national origins), religion or belief, sex (formerly gender) and sexual orientation.

4.3. The Policy is more than a statement of good intentions; it must be acted upon, put into everyday practice, and regularly monitored. The College's commitment to equality of opportunity, process and outcome shall therefore be demonstrated through equality impact assessing College policies, procedures and relevant practices to ensure the College:

- Meets its statutory duties, as a public authority, under the Scotland Act 1998, Equality Act 2010 and relevant codes of practice.
- Removes barriers in order to maximise recruitment, selection, participation, retention and achievement of all the College's service users, in particular those from under-represented groups.
- Fosters respect for all groups and individuals.
- Promotes positive non-discriminatory behaviour.

- Ensures appropriate support for isolated individuals of groups within the College.
  - Encourages links with the wider community.
  - Promotes objective decision making in all areas based on merit and performance.
- 4.4. Through meeting our statutory duties, we will publish our:
- Equality outcomes and progress in achieving these outcomes.
  - Progress on mainstreaming equality to deliver the Public Sector Equality Duty.
  - Staff data (and produce relevant reports on student equality data).
  - Equality Impact Assessments.
  - Gender pay gap.
  - Equal Pay statement for gender, race and disability.
- 4.5. Unacceptable Behaviour: Anti-Discrimination, Harassment and Victimisation procedure:
- The College will not tolerate College users being subject to discrimination, harassment and/or victimisation.
  - Complaints of discrimination, harassment or victimisation will be dealt with rigorously through the following related procedures: complaints, student discipline, staff discipline and staff grievance, and dignity at work.
  - Copies of these procedures are available from Student Services, Human Resources, the Intranet (Connected), and the College website.
- 4.6. As detailed in the Equality Outcome Framework, the College's Equality, Diversity & Inclusion Policy will be widely communicated.
- 4.7. Informed by evidence and involving equality groups and communities, the College will monitor this policy every 3 years.

- 4.8. Where policy areas appear not to be working effectively, or there are legislative changes, these will be amended or removed accordingly.
- 4.9. The College ED&I Policy is underpinned by the College's statutory duties and responsibilities under relevant legislation, including the:
- [Criminal Law \(Consolidation\) \(Scotland\) Act 1995](#).
  - [Equality Act 2010](#).
  - [Health & Safety at Work Act 1974](#).
  - [Human Rights Act 1998](#).
  - [Protection from Harassment Act 1997](#).
  - [Relevant Scottish Hate Crime Legislation](#).
  - [Scotland Act 1998](#).

## 5. Definitions and Features

- 5.1. Please refer to the [supporting guidance](#) for definitions and features of related prohibited conduct including discrimination, harassment, victimisation and bullying.

## 6. Responsibilities

### All College Users

- 6.1. All College users have a responsibility to help create and maintain a College environment free from bullying, harassment, victimisation or discrimination and to behave professionally towards others, with dignity and respect.

### Line Managers

- 6.2. Line managers have a duty to familiarise themselves with, and understand this policy, and associated Dignity at Work Policy and Procedure, and ensure that their staff have familiarised themselves with, and understand these documents.
- 6.3. Line Managers are required to implement this policy, and associated Dignity at Work Policy and Procedure, and make every effort to ensure that bullying,

harassment, victimisation or discrimination do not occur in their areas of work responsibility.

### College Secretary

6.4. The College Secretary will be responsible for monitoring the appropriateness and effectiveness of this Policy and various support measures adopted by the College, providing information about instances of inappropriate behaviour to the Senior Management Team (SMT).

## 7. References

### 7.1. Policy Framework

Associated Policies and Procedures	Title
Policy - People & Culture	Dignity at Work Policy
Procedure - People & Culture	Dignity at Work Procedure
Procurement	Procurement Strategy, Policy and Procedure
EQIA	Equality Impact Assessment Guidance
EQIA	Equality Impact Assessment Pro-forma
ED&I	Equality, Diversity & Inclusion Initiative 2017-2021
ED&I	Equality Mainstreaming Reports and Interim Reports
ED&I	Equality Outcome Framework 2017-2021
ED&I	Progress in Achieving Equality Outcomes Reports
ED&I	Equal Pay and Information Reports

## 7.2. Other College Policies and Procedures

Associated Policies and Procedures	Title
Code - College	Our Values and Behaviours
Code - People & Culture	Code of Conduct - Staff
Policy - Infrastructure	Information Technologies Acceptable Use Policy
Policy - Infrastructure	Health & Safety Policy and Related Policies
Procedure- People & Culture	Disciplinary Procedure
Procedure- People & Culture	Grievance Procedure
Information- People & Culture	ED&I Staff Information Booklet

## 7.3. External References

Source	Title
As noted under Definitions.	<p><b>Guidance</b></p> <p><a href="#">ACAS Guide for Employees: Bullying and Harassment.</a></p> <p><a href="#">ACAS Guide for Managers and Employer: Bullying and Harassment.</a></p> <p><a href="#">ACAS Guide to Equality and Discrimination.</a></p> <p><a href="#">EHRC Employment Statutory Code of Practice.</a></p> <p><b>Legislation</b></p> <p><a href="#">Criminal Law (Consolidation) (Scotland) Act 1995.</a></p> <p><a href="#">Equality Act 2010.</a></p> <p><a href="#">Health &amp; Safety at Work Act 1974.</a></p> <p><a href="#">Human Rights Act 1998.</a></p> <p><a href="#">Protection from Harassment Act 1997.</a></p> <p><a href="#">Relevant Scottish Hate Crime Legislation.</a></p> <p><a href="#">Scotland Act 1998.</a></p>



## 8. Document Control and Review

<b>Approval Status</b>	V1.3. Approved.	
<b>Approved by</b>	<p>V1.0. by Students, Staff and Equalities Committee of the Board of Management.</p> <p>V1.1. Revised by Planning &amp; Administration Director and approved by Executive Leadership Team (ELT).</p> <p>V1.2. Revised by Executive Director People and Culture and approved by Executive Leadership Team (ELT).</p> <p>V1.3. Revised and approved by College Secretary.</p>	
<b>Date Approved</b>	<p>V1.0. in January 2012.</p> <p>V1.2. on 26<sup>th</sup> August 2015.</p> <p>V.1.3 on 17<sup>th</sup> September 2018.</p>	
<b>EQIA Status</b>	V1.0.	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
	V1.1.	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
	V1.2.	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
	V1.3.	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<b>Review Date</b>	31 <sup>st</sup> August 2020.	
<b>Lead Department</b>	Equality, Diversity & Inclusion.	
<b>Lead Officer(s)</b>	<p>College Secretary.</p> <p>Equality, Diversity &amp; Inclusion Manager.</p>	
<b>Board Committee</b>	Students, Staff, and Equalities Committee.	
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## 9. Revision Log

Version Date	Section of Document	Description of Revision
V1.3. August 2018	Throughout.	Policy owner changed to College Secretary.
V1.3. August 2018	1	New 1.1 and 1.3 added. Former 1.1 now becomes 1.3.
V1.3. August 2018	2	New 2.1 added. Former 2.1 becomes 2.3.
V1.3. August 2018	3	3.1 amended to explicitly cover on/off campus.
V1.3. August 2018	4	4.2 amended to include gender expression and updated reference to new hyperlink. 4.3 Included reference to the Scotland Act 1998. 4.6 Removed heading and formatted text as 4.6. 4.7 Removed heading and formatted text as 4.7 and 4.8.
V1.3. August 2018	5	Amended header. Included new hyperlink and removed definitions.
V1.3. August 2018	6	Created new 6.1, 6.2 and 6.3 sections to explicitly cover all users, line managers and the policy owner.
V1.3. August 2018	7	7.1 revised "Policy Framework". 7.2 revised "Other Policies and Procedures". 7.3 revised "External references".
V1.3. August 2018	8	Updated "Document Control and Review" box to include new V1.3.
V1.3. August 2018	9	Updated "Revision Log" to account for changes.