



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

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# Equality, Diversity & Inclusion Policy

## 1. Introduction

1.1 This Policy supports the College's commitment to Equality, Diversity & Inclusion (ED&I) for all, as well as the following values: The Individual; Equality, Diversity, & Inclusiveness; Integrity, Honesty & Transparency, and Partnership.

## 2. Purpose and Aims

2.1. The City of Glasgow College ED&I Statement sets out the College's overall aims:

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

- Fairness.
- Opportunity.
- Respect.”

2.2. We will monitor the quality, provision and uptake of our services to ensure these are fair, inclusive and meeting the needs of our diverse community.

## 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).

## 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 (and identity), marriage and civil partnership status (conditions are detailed in the Equality Mainstreaming Report, Appendix E), 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 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 Diversity & Equalities to deliver the general duty, informed by data analysis.
- Equality Impact Assessments.
- Staff data (and produce relevant reports on student equality data).
- Gender pay gap.
- 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. Communication

- As detailed in the Equality Outcome Framework, the College's Equality, Diversity & Inclusion Policy will be widely communicated.

4.7. Monitoring and Review

- Informed by evidence and involving equality groups and communities, the College will monitor this policy every 3 years.

- Where policy areas appear not to be working effectively, or there are legislative changes, these will be amended or removed accordingly.

## 5. Definitions

Harassment	<ol style="list-style-type: none"> <li>1. Aggressive pressure or intimidation. Ref: <a href="#">Oxford Dictionary Online</a>.</li> <li>2. Behaviour that annoys or upsets someone. Ref: <a href="#">Cambridge Dictionary Online</a>)</li> <li>3. Unlawful Harassment under the Equality Act 2010. Ref. <a href="#">Equality Act 2010 Definition of Harassment from the Equality and Human Rights Commission</a>.</li> </ol>
Victimisation	<ol style="list-style-type: none"> <li>1. When someone is singled out for cruel or unjust treatment Ref: <a href="#">Oxford Dictionary Online</a></li> <li>2. To treat someone in an intentionally unfair way, especially because of their race, sex, or beliefs, or due to their possessing one or more protected characteristic (see below). Ref: <a href="#">Cambridge Dictionary Online</a></li> <li>3. Victimisation as defined in the Equality Act 2010. <a href="#">Equality Act 2010 Definition of Victimization from the Equality and Human Rights Commission</a></li> </ol>
Protected Characteristics:	Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex; Sexual Orientation. (For further definition see: <a href="#">Equality Act 2010 Definition of Protected Characteristics from Equality and Human Rights Commission</a> ).

## 6. Responsibilities

6.1. All College users are responsible and accountable for implementing and adhering to this policy.

## 7. References

### 7.1. Policy Framework

Associated Policies and Procedures	Title
Procurement	Procurement Policy and Procedure
EQIA	Equality Impact Assessment Guidance
EQIA	Equality Impact Assessment Proforma
ED&I	Equality Mainstreaming Report 2015
ED&I	Equality Outcomes Framework 2013-2017
ED&I	Progress in Achieving Equality Outcomes 2015
D&E	Equal Pay Statement and Information 2013

### 7.2. Other College Policies and Procedures

Policy / Procedure	Title
N.B. All College Policies and procedures are subject to EQIA	

### 7.3. External References

Source	Title
As noted above under Definitions.	

## 8. Document Control and Review

<b>Approval Status</b>	V1.0 Approved.
<b>Approved by</b>	V1.0 by Students, Staffing and Equalities Committee of the Board of Management. V1.1 Revised by Planning & Administration Director and approved by Executive Leadership Team (ELT). V1.2 Revised by Executive Director People and Culture and approved by Executive Leadership Team (ELT).
<b>Date Approved</b>	V1.0 in January 2012. V1.2. on 26 <sup>th</sup> August 2015.
<b>EQAI 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"/>
<b>Review Date</b>	Proposed January 2018.
<b>Lead Department</b>	People & Culture Directorate.
<b>Lead Officer(s)</b>	Executive Director People & Culture. Equality, Diversity & Inclusion Manager.
<b>Board Committee</b>	Students, Staff, and Equalities Committee.
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## 9. Revision Log

Version Date	Section of Document	Description of Revision
V 1.2. May 2015	Throughout	“Diversity & Equalities” references changed to “Equality, Diversity & Inclusion”.
V 1.2. May 2015	Throughout	“D&E” references changes to “ED&I”.
V 1.2. May 2015	2. Purpose and Aims	New ED&I statement added.
V 1.2. May 2015	4. Policy Statement	Amended Appendix reference in 4.2.
V 1.2. May 2015	4. Policy Statement	Amended reference to equality outcomes in 4.4.
V 1.2. May 2015	4. Policy Statement	Amended reference to student data in 4.4.
V 1.2. May 2015	4. Policy Statement	Reordered “Harassment, victimisation and discrimination” as “Discrimination, Harassment, and victimisation” to align with the Equality Act 2010.
V 1.2. May 2015	4. Policy Statement	Amended how the policy will be communicated in 4.6.