

Equality Act 2010 and Public Sector Equality Duty

FAIRNESS, OPPORTUNITY AND RESPECT form the foundations of the Equality Act 2010 Public Sector Equality Duty (PSED). This states that:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act;

FAIRNESS

- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

OPPORTUNITY

- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

RESPECT

As such **all staff**, in particular managers, **are responsible** for ensuring that the Public Sector Equality Duty is embedded in all functions and activities. This is what is meant by **mainstreaming equality**.

Accessibility Guidelines (recommended by organisations including RNIB and JISC)

Accessible Layout and Content

Use the CALM Word and PowerPoint templates.
Note: Prezi is **not** accessible.

Switch on the Navigation Pane (Word 2010) / Document Map (Word 2007).

Use a sans serif font.

Use minimum font size 28pt on PowerPoint and 12pt on Word for standard text.

Left align text.

Use 1.5 line spacing.

Make use of proper inbuilt heading styles.

Insert table of contents, using inbuilt facility for larger documents.

Avoid jargon and abbreviations in the absence of explanation; instead include a glossary of terms or provide clarification.

Use bullet points, where appropriate to break down long paragraphs, or sections of text.

Use Plain English.

Use readability and Plain English Checker
<https://readability-score.com/>

Avoid using UPPERCASE text for more than short phrases.

Avoid using underlined text.

Avoid using italicised text.

Instead, for emphasis use **bold** text.

Add ALT Text to pictures, tables and charts.

Ensure that image contrast is clear in black and white.

Use a dark font colour on a light background.

Use Harvard style of referencing.

Run the inbuilt Accessibility Checker in Office 2010 and make necessary changes.

Upload materials to make them available electronically on MyCity / Connected **in advance of delivery to students / staff**.

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EQUALITY, DIVERSITY & INCLUSIVENESS FOR ALL



FAIRNESS



OPPORTUNITY



RESPECT

Personal Responsibilities

CITY OF GLASGOW COLLEGE

FAIRNESS, OPPORTUNITY and RESPECT form the foundations of the Equality Act 2010 Public Sector Equality Duty.

FAIRNESS

This is about:

- Being non-discriminatory.
- Making reasonable adjustments.

Examples include:

- Conducting Equality Impact Assessments (EQIA) to ensure that policies, procedures and decision making are fair.
- Providing auxiliary aids, including creating accessible, inclusive documents in the College house style, uploaded to MyCity/ Connected **in advance of delivery** (see Accessibility Guidelines in this leaflet).
- Adapting the physical environment, where appropriate.

OPPORTUNITY

This is about:

- Removing disadvantages experienced by people who share a **relevant protected characteristic**.
- Meeting the particular and unique needs of people who share a **relevant protected characteristic**.
- Encouraging the participation of people who share a **relevant protected characteristic in public life**.

Examples include:

- Proactively considering and meeting the different needs of all learners/staff.
- Reflecting a diverse and inclusive society in which all individuals from **all relevant protected characteristics** can make a positive contribution and have a full range of experiences.

RESPECT

This is about:

- Tackling prejudice.
- Promoting understanding.

Examples include:

- Appropriately challenging stereotyping, assumptions and prejudices across **all relevant protected characteristics**.
- Portraying all individuals/groups having **any of the relevant protected characteristics** in a positive way.
- Promoting respect for others and being considerate of difference.



EQUALITY ISSUES AFFECT US ALL, NOT JUST OTHER PEOPLE.

The Equality Act 2010 introduced 9 protected characteristics. As indicated in bold, all of us have at least 5 protected characteristics:

- **Age**
- Disability
- Gender Reassignment
- Marriage and Civil Partnership*
- Pregnancy and Maternity
- **Race**
- **Religion or Belief (including No Belief)**
- **Sex**
- **Sexual Orientation**

* All protected characteristics (with the exception of marriage and civil partnership) are subject to the full Duty. The Duty also covers marriage and civil partnership, with regard to section a) in employment. For more information about how equality, diversity and inclusiveness supports our values and behaviours, please visit: www.cityofglasgowcollege.ac.uk/behaviours