



## **EQUAL OPPORTUNITY POLICY**

<i>EFFECTIVE DATE:</i>	<i>JULY 2011</i>
<i>LAST REVIEWED:</i>	<i>JULY 2010</i>
<i>REVIEWED BY:</i>	<i>DIRECTOR</i>
<i>NEXT REVIEW:</i>	<i>AS REQUIRED</i>
<i>POLICY LEAD:</i>	<i>COMPLIANCE COMMITTEE</i>

### **COMPLIANCE COMMITTEE MEMBERS**

**DIRECTOR  
ACADEMIC COORDINATOR  
STUDENT WELFARE OFFICER  
ADMINISTRATOR  
ACADEMIC OFFICER**

## **Equal Opportunities Policy**

### **1. Purpose**

1.1. To confirm the commitment of the College to the principle of equal opportunities for all. The policy covers all people who have contact with the college, students (current and prospective), staff and visitors.

1.2. To ensure that MCMS complies with all laws and directives relevant to equal opportunities and those procedures are in place to clarify and support this intention.

1.3. To ensure that the College has a sound system of monitoring and review of progress so that good practice is identified, issues addressed and a culture of equal opportunities is embedded in all aspects of the work of the college.

### **2. Scope**

All current and/or prospective students, staff and visitors are included in the policy.

### **3. Statement**

3.1. MCMS provides education and training across a broad curriculum which involves vocational and professional training, further and higher education, full-time, part-time, and short courses. As such our student base is diverse, bringing on to site people from a wide range of backgrounds, education experience, age, culture, physical/emotional ability and ambition. For some the college environment is initially threatening and unfamiliar. Likewise staff and visitors are diverse and bring their own perspectives and expectations. The procedures enshrined within this policy will ensure that all persons involved with Metro College of Management Sciences are treated with respect, courtesy, integrity and equality of opportunity in all aspects of their contact with the College.

3.2. Our policy is to ensure that no person associated with the College receives less favourable treatment on the grounds of: - gender, racial or ethnic origin, nationality, religion, marital status, age, disability, ability in numeracy or literacy, behavioural or learning difficulties, sexual orientation or preference, unemployment, language, culture or social background, or for any other identifiable discriminatory cause.

3.3. This policy and associated procedures also provide guidance to the wider college community on the role for every individual in contributing to equality of opportunity.

3.4. In order to ensure commitment to the principles outlined in the policy and associated procedures, senior managers will liaise regularly with relevant representative bodies.

### **4. Responsibilities**

4.1. The ultimate responsibility for the operation of this policy lies with the Principal. All staff members have direct responsibility for the implementation of procedures relevant to their area of work.

4.2. Every member of the college community has a responsibility for ensuring they behave in a manner consistent with equal opportunity principles.

4.3. The College Compliance Committee has responsibility for advising the Principal on equal opportunity issues and for the formal monitoring of progress with equal opportunity principles.

4.4. Each formal procedure associated with this policy will clearly state the relevant manager(s) responsible for implementation.

4.5. Statistical information will be gathered and analysed regularly as part of monitoring and reviewing progress. Information will be forwarded to relevant managers for action.

## **5. Implementation**

5.1. The Equal Opportunity Policy will be issued to all staff through the Staff Handbook and to students through the Student Handbook and Pre-Arrival information.

5.2. Procedures will be available to staff and students through the College Intranet, Operating Procedures, Policy Manuals and leaflets.

5.3. Induction programmes for staff & students will contain Equal Opportunity principles, and responsibilities.

5.4. Personal tutors, lecturers, trainers, training advisers and support staff will ensure that individuals are guided and supported by relevant information regarding equal opportunity procedures & principles.

5.5. Staff training programmes will incorporate general and specific matters relating to Equal Opportunities with particular reference to new and developing guidance on legislation e.g. Human Rights Act, Disability Discrimination Act.

5.6. Any member of the college community who believes himself or herself to have been subjected to unfair treatment as described in this policy & associated procedures should report their concern to either their personal tutor or a member of the College Compliance Committee.

5.7. College staffs are required to report any case of alleged discrimination or harassment to the Welfare Officer.

## **6. Grievances**

6.1. The College's grievance procedures are available to any student, member of staff or visitor who believes he or she may have been unfairly discriminated against.

6.2. The harassment complaints procedure is set out in a separate policy and is available to any student, member of staff or visitor who believes he or she may have been harassed.

6.3. The students, members of staff and visitors will not be victimised in any way for making such a complaint in good faith.

6.4. Complaints of this nature will be dealt with seriously, in confidence and promptly.

## **7. Process for Monitoring**

7.1. The Compliance Committee will meet term by term and submit a term report to the Committee and an annual report to the Principal, if any issues in the mentioned period.

7.2. Committee will review equal opportunity issues and statistical information twice a year and submit a report to the Principal and the Compliance Committee, if any issues in the mentioned period.

7.3. The member of Committee will submit an annual report relating to staff matters to The Principal

7.4. This policy will be reviewed by Principal on an annual basis and any changes agreed by the Compliance Committee.

7.5. The College will approve the policy on an annual basis.

**Laws and directives which inform the development of this policy and associated procedures and practice:**

- Human Rights Act 1948 and 1998
- Equal Pay Act 1970
- Health & Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- European Equal Treatment Directive 1976
- Disability Discrimination Act 1995
- Employment Rights Act 1996
- Protection from Harassment Act 1997
- Treaty of Amsterdam 1997
- Data Protection Act 1998
- Working Time Regulations 1998