



EQUAL OPPORTUNITIES POLICY

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1. Equal Opportunities Policy Statement

St Antony's College welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of the College's objects that can be made by individuals from a wide range of backgrounds and experiences.

In relation to staff, the policy and practice of the College require that all the staff are afforded equal opportunities within employment and that entry into employment with the College and the progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job is the primary consideration.

In relation to students the College aims to provide education of excellent quality at postgraduate level for able students, whatever their background. In pursuit of this aim, the College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential.

Subject to statutory provisions, no applicant, student or member of staff will be treated less favourably than another because of any of the nine **protected characteristics** covered by the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including ethnic or national origins, colour or nationality)
- Religion or belief (including lack of belief)
- Sex
- Sexual orientation

This policy statement is supported by the codes of practice for staff and students and the University's code of practice on harassment.

For general principles of equality law see: <http://www.admin.ox.ac.uk/eop/>

2. Equality Policy

2.1 Objectives

The Equality Act 2010 has placed a general duty on public authorities, including St Antony's College, to promote equality and in particular to:

- eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act;
- promote equality of opportunity; and
- foster good relations between people who share a protected characteristic and those who do not.

The Act has placed further specific duties on Higher Education Institutions to publish information to show their compliance with the Equality Duty at least annually, and to set and publish objectives at least every four years.

This policy has been developed with regard to the guidance and code of practice issued by the Equality and Human Rights Commission.

2.2 Commitment

To support these aims St Antony's College will ensure that in the conduct of all its activities, steps are taken to avoid the occurrence of discrimination, whether direct or indirect, and to promote good relations between people who share a protected characteristic and those who do not.

Any discriminatory behaviour, including harassment or bullying by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action, which may include expulsion or dismissal.

2.3 Guidance, support and training

Appropriate guidance, support and training will be provided to members of staff to ensure that St Antony's College's commitment to equality is fully achieved.

2.4 Monitoring

St Antony's College has put in place arrangements to monitor, by reference to different groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are collated by St Antony's College Registrar and reported to the College Management Executive Team annually.

In addition to the monitoring and assessment arrangements already in place, St Antony's College will put in place procedures to ensure that such additional monitoring is undertaken as is necessary to ensure that St Antony's College is able to identify possible improvements in its practices, whether in relation to management and governance; admissions, access and participation; student support and guidance; behaviour and discipline; staff recruitment, training and career development; and service delivery.

The College's Equality data will be reviewed as required and the policy and practice modified and developed as necessary.

2.5 Responsibilities

The Management Executive Team, chaired by the Warden, has responsibility for ensuring compliance with the general duty and specific duties as required under the Equality Act 2010.

2.6 Review

The Equality Policy will be reviewed periodically to assess its effectiveness including an annual report by the College Registrar to the Management Executive Team.

2.7 Publication

St Antony's College will publish the Equal Opportunities Policy on its website and will update this policy in the light of any reviews. This will include provision of information on any consultation undertaken as part of the assessment and monitoring process.

3. College Employment Equality Policy

3.1 Objectives

The College's objective is to treat all staff and job applicants fairly. It recognises that unfair discrimination is unacceptable. Breaches of the College Employment Equality Policy will lead to disciplinary investigation and, if appropriate, disciplinary action.

The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on the grounds of any of the nine protected characteristics covered by the Equality Duty and which are listed above in section 1 of this document.

St Antony's College will ensure that the policy is circulated to any agencies responsible for its recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

The College will maintain a positive working environment in which no worker feels under threat or intimidated.

3.2 Recruitment and selection

The recruitment and selection process is crucially important to any equal opportunities policy. St Antony's College will endeavour, through appropriate training, to ensure that

employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

Shortlisting and interviewing will be carried out by more than one person. Interview questions will be related only to the requirements of the job and will not be of a discriminatory nature. St Antony's College will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job. Selection decisions will not be influenced by any perceived prejudices of other staff.

3.3 Promotion

Promotion and advancement will be made on merit, and all decisions relating to this will be made within the overall framework and principles of this policy.

3.4 Job descriptions

Job descriptions will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

3.5 Advertising vacancies

St Antony's College will adopt a consistent, non-discriminatory approach to the advertising of vacancies. St Antony's College will not generally confine its recruitment to areas or media sources that provide only, or mainly, applicants of a particular group.

3.6 Monitoring

St Antony's College will maintain and review the employment records of all employees in order to monitor the progress of this policy. Monitoring may include any or all of the following:-

- the collection and classification of information given voluntarily by employees regarding in respect of the nine protected characteristics;
- recruitment and retention rates for staff with different protected characteristics;
- recording recruitment, training and promotional records of employees with different protected characteristics, the decisions reached and the reason for those decisions.

The results of monitoring will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy.