



EQUAL OPPORTUNITIES POLICIES AND ACTION PLANS

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1. Equal Opportunities Policy Statement

The 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, religious belief, age or disability.

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. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

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

- Race equality
- Disability equality
- Gender equality
- Age equality
- Religion and belief equality
- Sexual orientation equality

For general principles of equality law see:

<http://www.admin.ox.ac.uk/eop/policy/equalityla.shtml>

2. Race Equality Policy and Action Plan

2.1 Current Legal Position

The Race Relations Act 1976 (“RRA”) forbids discrimination on grounds of race in both employment and education. The RRA covers discrimination on grounds of race, colour, nationality, ethnic origin and national origin. It excludes religion or culture alone, except where these can in fact be classified as “race”. It is acknowledged that the law is unclear on the precise scope. However, as a general rule, a group may be identified as a race or of the same ethnic origin where the group views itself, and is viewed by others, as “a distinct community by virtue of certain characteristics”. These characteristics must include “(a) a long shared history, of which the group is conscious as distinguishing it from other groups, and the memory of which it keeps alive; (b) a cultural tradition of its own, including family and social customs and manners, often but not necessarily associated with religious observance”. Others may include common geographic origin, language or literature.

In many cases, the law relating to discrimination on grounds of religion or belief will afford protection.

Direct discrimination, indirect discrimination, harassment and victimisation are all covered.

It is possible to justify indirect race discrimination where it is a proportionate means of achieving a legitimate aim.

Positive action - The College may take positive action in respect of access to facilities and training for specific groups who are under-represented. It would be reasonable to take action to increase applications for posts or study from a particular group of people, or provide work experience, outreach days or training programmes only for those people. These actions increase the numbers of eligible people by developing relevant skills and increasing applications from under-represented groups.

Genuine Occupational Requirements (GOR) – an employer may also justify discrimination because a post has a genuine requirement for a worker of one race to carry out the duties of the post. There must be a clear connection between the duties of the post in question and the characteristics required. A general preference or a habit from past experience would not be sufficient.

2.2 College Policy

The College is committed to promoting equality of opportunity and good race relations and avoiding racial discrimination.

Background

- The Race Relations (Amendment) Act 2000, has placed a general duty on public authorities, including the College, to promote race equality and in particular:

- eliminate unlawful racial discrimination
 - promote equality of opportunity; and
 - promote good relations between people of different racial groups
- The Act has placed further specific duties on Higher Education Institutions to publish a Race Equality Policy and an action plan for its implementation, and to put in place appropriate monitoring and audit to allow for effective assessment of the impact of the policy and constructive development of new policies and the enhancement of existing policies.
 - This policy has been developed with regard to the guidance and code of practice issued by the Commission for Racial Equality.

Commitment

- To support these aims the College will ensure that in the conduct of all its activities, steps are taken to avoid the occurrence of racial discrimination, whether direct or indirect, and to promote good relations between different racial groups.
- 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.

Consultation

- At all stages in the implementation and review of this policy, consultation will be a key feature. This will include all staff and students and in particular those from different racial groups, students, union representative bodies, and other interested and relevant groups within the College.

Community partnership

- The College will incorporate into the development and implementation of outreach activities, an awareness of the need to promote good race equality and good relations between different racial groups.

Guidance, support and training

- Guidance, support and training will be provided to members of staff to ensure that the College's commitment to race equality is fully achieved. The purpose of training is to inform individuals and also to ensure that principles underlying the Race Equality Policy underlie decision-making processes throughout the College.

Monitoring and auditing

- The College has in place arrangements to monitor, by reference to different racial groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are collated by the College Registrar and reported to the Management Executive Team and Governing Body.
- In addition to the monitoring and assessment arrangements already in place, the College will consider procedures to ensure that such additional monitoring is undertaken as is necessary to ensure that the College is able to identify possible

improvements in its practices, whether in relation to management and governance; admissions, access and participation; students' support and guidance; behaviour and discipline; partnership and community links; staff recruitment, training and career development; and service delivery.

- The College's Race Equality Action Plan sets out in greater detail the way in which arrangements for monitoring are to be developed in the years 2009/10 and 2010/11.

Responsibilities

- The Governing Body both by itself and through the Management Executive Team is responsible for securing compliance with the general and specific duties and for overseeing implementation of the Action Plan.
- The Warden is responsible for providing leadership in the promotion and implementation of the Action Plan.
- Because of the importance attached to these issues, the Management Executive Team is responsible to the Governing Body for the development, implementation, monitoring, prioritisation and review of equal opportunities policies and plans generally.
- All managers have a duty to take forward specific actions under this policy as identified in the action plan in addition to the general duties under the Act.

Contractors and service providers

- The College's procurement policies will address, where appropriate the obligation to promote race equality and good relation between different racial groups.

Publication

- The College will publish the race equality policy and action plan and will update these policies in the light of the annual review. It will also publish the results of monitoring and assessments, including information on consultation undertaken as part of the assessment process.

Review

The Race Equality Policy will be reviewed annually to assess its effectiveness. Governing Body will undertake the review during Trinity Term, following regular monitoring of the action plans and reports prepared for MET.

2.3 Action Plan

Subject	Action	Completion	Priority
Policy Development and Review	Because of the importance attached to these issues, the College has decided that the Management Executive Team, chaired by the Warden, should have responsibility for the development of the College's policy on racial equality. The Team will consider the College's racial equality policy and progress on the plan, including ongoing or continuing items, once a year at the Hilary Term meeting attended by the College Registrar.	Immediate and Ongoing	5
	The MET will have overall responsibility for coordination of policy development and the identification of priorities, and will report to the Governing Body on an annual basis.	Immediate and Ongoing	1
	The College will incorporate race equality planning into strategic planning and policy development	Immediate and Ongoing	2
	Governing Body and MET will embed consideration of race equality issues and the duty to promote race equality in the development of policies and procedures at all levels	Immediate and Ongoing	1
	The College will review college regulations, student disciplinary procedures, and student complaints procedures to ensure that all procedures are fair and equitable and consistently implemented	Student disciplinary procedures reviewed 2009/10	2
	The College will review staff disciplinary and grievance	Ongoing	2

	procedures to ensure that all procedures are fair and equitable and consistently implemented		
	The College will review its code of practice on harassment for both staff and students	2009/10	2
	The College will review its procurement policies.	2009/10	2
Review Student Support	The College will ensure that its procedures for allocating student accommodation are fair and equitable	Accommodation is allocated by ballot	3
	The College will ensure that its procedures for distributing bursaries, scholarships and hardship funds are fair and equitable	Ongoing - kept under review by Senior Tutor	2
	The College will review its provision of student pastoral support and welfare services to ensure that these are equally accessible to all members of the college community, to promote good relations between different racial groups.	Ongoing - kept under review by Senior Tutor & Dean	3
Staff Recruitment and Selection	The College will review its procedures for the recruitment and selection of college employees in order to ensure equality of opportunity	Ongoing arrangements in place	1
Consultation	The College will review its arrangements for consultation particularly with students to ensure that ethnic minority staff and students are consulted in the development and maintenance of the Race Equality Policy.	Student survey	1
Senior Members	The College will review its procedures for the election of Senior Members to ensure that decisions are made fairly and equitably.	Senior Members are elected by Governing Body	2

Graduate Admissions	The College will review its procedures for selecting graduate students to ensure that decisions are made fairly and equitably.	All students selected according to current admissions system	1
Monitoring Arrangements	Ensure that the following functions are subject to monitoring: a. Staff selection and progress (college appointments only) b. Staff grievances, discipline and access to training (college appointments only). c. Student admissions, progress and performance d. Student complaints and discipline	Ongoing	1
Publication	The College will publish the Race Equality Policy and Action Plan on the College's website, and bring to the attention of all staff and students that this has been done. The College will publish the results, monitoring and assessments on an ongoing basis.	On Website	1
Guidance, Support and Training	The College will: <ul style="list-style-type: none"> review the training opportunities available to all of its staff and introduce additional provision where necessary or desirable assist in the dissemination of information, briefing material, guidance and advice from the University 	Ongoing	2
Race Equality Action	The College will review its publications to promote access and participation among students of diverse ethnic and faith groups	St Antony's is a multi-racial and multi-faith community. Its aim is to reflect the diversity of its members in	3

all its publications

Priority Grading

1. Imperative in order to comply with specific statutory duties
2. Strongly recommended in order to address areas of significant risk in relation to public complaint or legal liability
3. Recommended for consideration
4. Activities that colleges may be undertaking or wish to undertake that signal commitment to the spirit of the Race Relations Act
5. Organisational proposals to facilitate development and implementation of the RRA requirements

3. Disability Equality Policy

3.1 Current Legal Position

The Disability Discrimination Act (1995) prevents discrimination against disabled people generally and in particular in the following areas:

- Employment (Part 2)
- Access to services, premises and private clubs (Part 3)
- Education (Part 4)

In employment terms the DDA (Part 2) prohibits discrimination in relation to employment of disabled people, including recruitment, training, promotion, benefits, dismissal, etc. It requires employers to make “reasonable adjustments” for a disabled person put at a substantial disadvantage by a provision, criterion or practice, or a physical feature of premises. It also prohibits discrimination by trade organisations and qualifications bodies and provides procedures for enforcement and provision of remedies for discrimination.

The DDA (Part 3) requires service providers to make “reasonable adjustments” for disabled people. A service provider is required to take reasonable steps to:

- change a practice, policy or procedure which makes it impossible or unreasonably difficult for disabled people to make use of its services
- provide an auxiliary aid or service if it would enable (or make it easier for) disabled people to make use of its services

In addition, where a physical feature makes it impossible or unreasonably difficult for disabled people to make use of services, a service provider has to take reasonable steps to:

- remove the feature; or
- alter it so that it no longer has that effect; or
- provide a reasonable means of avoiding it
- provide a reasonable alternative method of making the service available

Part 4 of the DDA covers Education. Amended by the Special Educational Needs and Disability Act 2001, it prohibits discrimination in relation to:

- school admissions, exclusions, and the education or associated services provided to pupils
- further and higher education admissions, exclusions, and student services

Responsible bodies for schools and further and higher education institutions must make reasonable adjustments to ensure that disabled students (or prospective students) are not placed at a substantial disadvantage in comparison with their non-disabled peers.

Responsible bodies for further and higher education are also required to provide auxiliary aids or services and have a duty to make adjustments to physical features.

The DDA 2005 builds on previous requirements by placing a positive duty on all public bodies, including Higher Education Institutions (HEIs), to eliminate discrimination and harassment and to promote equality of opportunity for people with disabilities. This is similar to the positive duty to promote race equality already introduced under the Race Relations Amendment Act, the major difference being that the DDA 2005 requires the College to adopt a proactive approach in involving and promoting the full participation of people with disabilities in all activities.

3.2. College Policy

St Antony's College is committed to promoting and implementing equality for disabled students, staff and applicants. The College and the University offer support and advice. The College is not liable for the accuracy or appropriateness of advice given by a University body, but believes that the resources provided by the University may be useful to College members.

Disabled students can get advice from the OUSU Vice President for Welfare and Equal Opportunities. The University's Diversity & Equal Opportunities Unit is able to offer guidance and advice to colleges on University policies. The College has a designated link officer at the University Disability Service who is also a Senior Common Room member of the College and who liaises with the College Disability contact, Rachael Connelly. The GCR President and VP Welfare can also be consulted. The College also has a designated contact at the University Counselling Service.

Investigations into claims of harassment are carried out as set out in the College Code of Practice on Harassment

The University offers training in best practice for those involved in the admissions process, recruitment and selection, management and teaching.

4. Gender Equality Policy

4.1 Current Legal Position

The Sex Discrimination Act 1975 (“SDA”) forbids discrimination on grounds of gender, which includes gender, gender reassignment and pregnancy/maternity; and marital status, which includes civil partnerships.

Direct discrimination, indirect discrimination and victimisation are all covered. Harassment is also covered, as is sexual harassment. Sexual harassment takes place where a person engages in unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of either: (a) violating another person’s dignity; or (b) creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

The Equality Act 2006 amends the Sex Discrimination Act to place a statutory duty on all public authorities, when carrying out their functions, to have due regard to the need:

- to eliminate unlawful discrimination and harassment; and
- to promote equality of opportunity between men and women.

This ‘general duty’ came into effect from 6 April 2007. To support progress in delivering the general duty, there is also a series of ‘specific duties’ set out for public bodies listed by the Act, including universities. These specific duties are summarised below:

To prepare and publish a Gender Equality Scheme, showing how it will meet its general and specific duties and setting out its gender equality objectives.

- In formulating its overall objectives, to consider the need to include objectives to address the causes of any gender pay gap.
- To gather and use information on how the public authority's policies and practices affect gender equality in the workforce and in the delivery of services.
- To consult stakeholders (i.e. employees, service users and others, including trade unions) and take account of relevant information in order to determine its gender equality objectives.
- To assess the impact of its current and proposed policies and practices on gender equality.
- To implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so.
- To report against the scheme every year and review the scheme at least every three years.

Direct discrimination on the grounds of gender can not be justified unless it is covered by the exemptions described below. The motive for the discrimination is not relevant, so actions done in good faith which are directly discriminatory are still unlawful.

Indirect discrimination on grounds of gender may be justified if the College is able to show that the discriminatory practice or conduct is a "proportionate means of achieving a legitimate aim".

Positive action – The College may take positive action in respect of access to facilities and training for specific groups who are under-represented. It would be reasonable to take action to increase applications for posts or study from a particular group of people, or provide work experience, outreach days or training programmes only for those people. These actions increase the numbers of eligible people by developing relevant skills and increasing applications from under-represented groups.

An example would be the Career Development Fellowships, which especially welcome applications from women and minority ethnic applicants, because they are under-represented in the permanent academic staff base of the University. The selection for admission to study and appointment to posts must however be made only on the basis of merit.

Genuine Occupational Requirements – an employer may also justify gender discrimination because a post has a genuine requirement for a worker of one gender to carry out the duties of the post. There must be a clear connection between the duties of the post in question and the characteristics required. A general preference or a habit from past experience would not be sufficient. An example might be the need to recruit a female security guard to carry out body searches on women.

4.2 College Policy

St Antony's College is committed to promoting and implementing equality for students, staff and applicants regardless of their gender.

The College and University offer support and advice. The College is not liable for the accuracy or appropriateness of advice given by a University body, but believes that the resources provided by the University may be useful to College members. The University Diversity Office and student representatives are able to provide guidance and advice. The GCR President and VP Welfare can be consulted.

Investigations into claims of harassment are carried out as set out in the College Code of Practice on Harassment.

Advice on childcare is available from the University's Childcare Officer or on the Childcare website where full details of University nursery and childminding provision, advice on staff and student funding, and application forms are available. The College operates a childcare voucher scheme.

5. Age Equality Policy

5.1. Current Legal Position

The Age Discrimination Regulations came into force in October 2006. The Regulations apply to employers and to providers of “vocational training”, which includes all matriculated courses at the University of Oxford. Staff and students of St Antony’s College are therefore both covered. Unpaid workers are generally not covered, unless that unpaid work is part of a paid employment or a course of study.

The Regulations apply to people of all ages: the young as well as the old are protected from discrimination on the basis of their age.

The Regulations provide that:

- Institutions must not discriminate on the basis of age in promotion, training and the terms on which employment is offered (including, subject to certain exemptions, access to benefits such as health and medical insurance).
- Discrimination (direct and indirect), harassment and victimisation are all outlawed unless they can be justified as described below.
- Employers must write to staff at least 6 months before their intended date of retirement and explain that staff have the right to request to continue working beyond the intended retirement date. They and the employer must follow a specific procedure to consider these requests which is explained under “Retirement” below. Employers are not obliged to agree to such requests.

Occupational pensions and age-related pension benefits are largely not covered by the Regulations.

Both direct and indirect discrimination on grounds of age may be justified if the employer is able to show that the discriminatory practice or conduct is a “proportionate means of achieving a legitimate aim”.

Positive action - The College may take positive action in respect of access to facilities and training for specific groups who are under-represented. It would be reasonable to take action to increase applications for posts or study from a particular group of people, or provide work experience, outreach days or training programmes only for those people. These actions increase the numbers of eligible people by developing relevant skills and increasing applications from under-represented groups.

An example might be giving people of a particular age access to vocational training or study, or encouraging people of a particular age to apply for posts. This is only lawful if it can be shown that people of this age are under-represented in these staff and student groups and the proposed action is intended to compensate for this disadvantage. The selection for admission to study and appointment to posts must however be made only on the basis of merit.

Genuine Occupational Requirements – an employer may also justify age discrimination because a post has a genuine requirement for a worker of a particular age to carry out the duties of the post. There must be a clear connection between the duties of the post in question and the characteristics required. A general preference or a habit from past experience would not be sufficient. An example might be the need to recruit a model for life drawing classes who was in a particular age band. However, there are likely to be very few posts where chronological age (as opposed to health and fitness) is a genuine occupational requirement.

5.2 College Policy

St Antony's College is committed to promoting and implementing equality for students, staff and applicants regardless of their age.

The College Employee Handbook contains the following statement on retirement:

The national default retirement age is 65. The College policy is for all employees to retire at the end of the month in which they achieve the age of 65. The College will notify employees of their forthcoming retirement not more than twelve months and not less than six months before the intended date of retirement.

You will have a statutory right to request to work beyond 65 and details of the process will be advised in the letter notifying you of the intended date of retirement.

The College has a duty to consider any request received from you to work beyond the age of 65: however, the College does not necessarily have to agree to the request.

The College is able to provide support and advice. Other vehicles are available via the central University. The College is not liable for the accuracy or appropriateness of advice given by a University body, but believes that the resources provided by the University may be useful to College members.

The University's Diversity & Equal Opportunities Unit is able to offer guidance and advice to colleges on University policies.

Investigations into claims of harassment are carried out as set out in the College's Code of Practice on Harassment.

The University offers training in best practice for those involved in the admissions process, recruitment and selection, management and teaching.

6. Religion and Belief Equality Policy

6.1. Current Legal Position

People are protected against discrimination on grounds of religion or belief under the Employment Equality (Religion or Belief) Regulations 2003. The Regulations cover both employment and study at the College.

It is not necessary for the religion or belief to be a well-known major world religion. The Regulations outlaw discrimination on grounds of “any religion, religious belief or similar philosophical belief” that is held by the complainant. Political beliefs are excluded, although the dividing line may be blurred in some cases. The scope of the Regulations in relation to those who do not hold any religious beliefs is also unclear. The Explanatory Notes to the Regulations suggest that factors to be considered in terms of deciding whether there is a religion or belief may include whether there is collective worship, a clear belief system or a profound belief affecting way of life or view of the world. Direct discrimination, indirect discrimination, harassment and victimisation are all covered.

People are protected from discrimination on the grounds of their perceived religion or belief as well as their actual religion or belief: if a person is discriminated against because they are believed to be Muslim, but are in fact Christian, they are still protected under the law.

It is possible to justify indirect discrimination on grounds of religion or belief where it is a proportionate means of achieving a legitimate aim.

Positive action – The College may take positive action in respect of access to facilities and training for specific groups who are under-represented. It would be reasonable to take action to increase applications for posts or study from a particular group of people, or provide work experience, outreach days or training programmes only for those people. These actions increase the numbers of eligible people by developing relevant skills and increasing applications from under-represented groups.

The selection for admission to study and appointment to posts must however be made only on the basis of merit.

Genuine Occupational Requirements – an employer may also justify discrimination because a post has a genuine requirement for a worker of a given faith to carry out the duties of the post. This can be shown in two types of situation.

- where having a particular religion or belief is a genuine and determinative occupational requirement which it is proportionate to apply. For instance it may be reasonable to require an applicant for a post as College Chaplain to follow the Christian faith.
- where the employer has an ethos or belief and being of a particular religion or belief is a genuine and proportionate requirement. For instance it might be reasonable to require someone working closely with students in a theology college to have

sympathy with the Christian faith, but it would not be reasonable to require staff in the kitchens to do so.

Vocational training - Higher Education Institutions may require a prospective student to profess a particular faith as a condition of access to a course of study, but they can only do so where the course of study is a vocational course, and the profession of that faith will be a necessary condition of later employment in the job for which the student is training.

6.2 College Policy

St Antony's College is committed to promoting and implementing equality for students, staff and applicants regardless of their religion or belief.

The College and the University offer support and advice. The College is not liable for the accuracy or appropriateness of advice given by a University body, but believes that the resources provided by the University may be useful to College members.

Unlike many other colleges, St Antony's does not have a chapel. Students and members of staff at Oxford will find that there is a wide variety of places of worship in and around the City centre. In addition to Anglican chapels and churches, there are places of worship for: Buddhists, Jews, Hindus, Methodists, Muslims, Quakers, Roman Catholics and Sikhs in Oxford.

The University's Diversity & Equal Opportunities Unit is able to offer guidance and advice to colleges on University policies.

Investigations into claims of harassment are carried out as per the College's Code of Practice on Harassment.

The University offers training in best practice for those involved in the admissions process, recruitment and selection, management and teaching.

7. Sexual Orientation Policy

7.1. Current Legal Position

People are protected against discrimination on grounds of sexual orientation under the Employment Equality (Sexual Orientation) Regulations 2003. The Regulations cover both employment and study at the College.

The Regulations cover discrimination as regards the orientation of people towards:

- persons of the same gender;
- persons of the opposite gender;
- persons of both the same gender and opposite gender.

The Regulations do not cover sexual practices and preferences such as sadomasochism.

People are protected from discrimination on the grounds of their perceived sexuality as well as their actual sexuality: if a person is discriminated against because they are believed to be homosexual, but are in fact heterosexual, they are still protected under the law. Direct discrimination, indirect discrimination, harassment and victimisation are all covered.

It is possible to justify indirect discrimination on the basis of sexual orientation where it is a proportionate means of achieving a legitimate aim. This is only available in very limited circumstances.

Although people are protected from discrimination on the grounds of their religion or belief, it is still illegal for them to discriminate against someone else on the grounds of sexual orientation (even if, for example, their faith teaches that homosexuality is unacceptable).

Positive discrimination - The employer may take positive action in respect of access to facilities and training for specific groups who are under-represented. It would be reasonable to take action to increase applications for posts or study from a particular group of people, or provide work experience, outreach days or training programmes only for those people. These actions increase the numbers of eligible people by developing relevant skills and increasing applications from under-represented groups.

The selection for admission to study and appointment to posts must however be made only on the basis of merit.

Genuine Occupational Requirements – an employer may justify discrimination because a post has a genuine requirement for a worker of a particular sexuality to carry out the duties of the post. There must be a clear connection between the duties of the post in question and the characteristics required. A general preference or a habit from past experience would not be sufficient. However, there are likely to be very few posts where sexuality is a genuine occupational requirement.

7.2 College Policy

St Antony's College is committed to promoting and implementing equality for students, staff and applicants regardless of their sexual orientation.

The College and the University offer support and advice. The College is not liable for the accuracy or appropriateness of advice given by a University body, but believes that the resources provided by the University may be useful to College members.

For students, the GCR has a LGBTG representative. The GCR President and VP Welfare can also be consulted. For staff, including college staff the University operates a Staff LGBTG Network. The Network is particularly useful for organising social events, as a forum for discussion as well as networking. The Network mailing list is secure and personal information is safeguarded under the Data Protection Act 1998. An email address ending in '.ac.uk' is required to join the mailing list.

The University's Diversity & Equal Opportunities Unit is able to offer guidance and advice to colleges on University policies.

Investigations into claims of harassment are carried out as per the College's Code of Practice on Harassment.

The University offers training in best practice for those involved in the admissions process, recruitment and selection, management and teaching.

8 Action Plan for Equality Policies 3 - 7

Subject	Action	Completion	Priority
Policy Development and Review	Because of the importance attached to these issues, the Management Executive Team, chaired by the Warden, will consider the College's equality policies and plans, including ongoing or continuing items, once a year at the Hilary Term meeting attended by the College Registrar.	Immediate and Ongoing	5
	The MET will have overall responsibility for coordination of policy development and the identification of priorities, and will report to the Governing Body on an annual basis.	Immediate and Ongoing	1
	Governing Body and MET will embed consideration of equality issues and the duty to promote equality in the development of policies and procedures at all levels	Immediate and Ongoing	1
	MET will review college regulations, student disciplinary procedures, and student complaints procedures to ensure that all procedures are fair and equitable and consistently implemented	Student disciplinary procedures reviewed 2009/10	2
	The College will review staff disciplinary and grievance procedures to ensure that all procedures are fair and equitable and consistently implemented	Ongoing	2
	The College will review its code of practice on harassment for both staff and students	2009/10	2

	The College will review its procurement policies.	2009/10	2
Review Student Support	The College will ensure that its procedures for allocating student accommodation are fair and equitable	Rooms are available which are adapted for people with disabilities	2
	The College will ensure that its procedures for distributing bursaries, scholarships and hardship funds are fair and equitable	Ongoing - kept under review by Senior Tutor	2
Staff Recruitment and Selection	The College will review its procedures for the recruitment and selection of college employees in order to ensure equality of opportunity	Ongoing arrangements in place	1
Senior Members	The College will review its procedures for the election of Senior Members to ensure that decisions are made fairly and equitably.	Senior Members are elected by Governing Body	2
Graduate Admissions	The College will review its procedures for selecting graduate students to ensure that decisions are made fairly and equitably.	All students selected according to current admissions system	1
Monitoring Arrangements	Ensure that the following functions are subject to monitoring: Staff selection and progress (college appointments only) Staff grievances, discipline and access to training (college appointments only). Student admissions, progress and performance Student complaints and discipline	Ongoing	1
Publication	The College will publish the Equality Policies on the College's website, and bring to the attention of all staff and students that this	On Website	1

	has been done. The College will publish the results, monitoring and assessments on an ongoing basis.		
Guidance, Support and Training	<p>The College will:</p> <ul style="list-style-type: none"> • review the training opportunities available to all of its staff and introduce additional provision where necessary or desirable • assist in the dissemination of information, briefing material, guidance and advice from the University 	Ongoing	2
Disability Equality Action Plan only			
Consultation	The College will review its arrangements for consultation with staff and students to ensure that disabled staff and students are consulted in the development and maintenance of the Disability Equality Policy.	Regular liaison with University Disability Office and GCR	1
Policy Development and Review	Following the major audit of access which the College has undertaken there will be an annual review of the report and of access generally.	Annually	1

Priority Grading

1. Imperative in order to comply with specific statutory duties
2. Strongly recommended in order to address areas of significant risk in relation to public complaint or legal liability
3. Recommended for consideration
4. Activities which colleges may be undertaking or wish to undertake that signal commitment to the spirit of the relevant legislation.
5. Organisational proposals to facilitate development and implementation of the relevant legislation.