

Preamble to the Policy

Equal Opportunities

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender religion, belief and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

Equal Opportunities Policy

1. Introduction

1.1 The College shall ensure that all staff, learners and people who have contact with the Corporation are treated with equality and fairness. The College's commitment to equality of opportunity, both as an employer, and as a service provider is set out in this policy document.

2. Policy Statement

2.1 The College will treat all employees with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation. To this end, within the framework of the law and best personnel practice, the College is committed, wherever practicable, to achieving and maintaining a workforce, which broadly reflects the local community.

2.2 In accordance with the mission statement, the College aims to foster and encourage the learning and personal growth of all its learners in a welcoming, accessible and stimulating environment, promoting and celebrating diversity. The College will strive to create an open, disciplined, and caring community by emphasising the personal achievement of every learner and staff member.

2.3 No employee or job applicant, learner or course applicant, should be disadvantaged or treated less favourably because of conditions or requirements which cannot be justified. The College will seek to make reasonable adjustments to its arrangements and premises with a view to avoiding any disadvantages for disabled people. Action will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, pay, training, promotion, and career management and on the termination of employment are based solely on objective and job related criteria.

2.4 The College will not tolerate any form of behaviour or activity that discriminates on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religious belief, ethnicity, disability, age and unrelated criminal convictions.

3. Action to Implement Policy

- 3.1 The College will establish a committee to oversee the operation of the Equal Opportunities policy..

4. Responsibilities

- 4.1 All employees have personal responsibility for the practical application of the policy, which extends to the treatment of employees, learners, and through our contractual agreements with contractors. The Principal has overall responsibility for the operation of this policy.
- 4.2 The Human Resources Manager will be responsible for ensuring that fair and adequate arrangements exist for both effectively handling and recording all aspects of the employment relationship, including recruitment and selection.
- 4.3 Members of the Strategic Management Team have a responsibility to ensure the policy is carried through effectively, by giving active support to the policy and ensuring employees and learners under their control understand and implement the policy. They should encourage employees and learners to inform them of any instances of discrimination, and ensure that all allegations are investigated with the assistance of the personnel department.
- 4.4 Disciplinary action will be taken against any employee or learner who does not comply with these requirements

5. Training

- 5.1 The responsibilities in relation to equal opportunities will be positively incorporated into training at all levels.
- 5.2 The policy will be made available to all employees and learners.
- 5.3 All job applicants shall receive an equal opportunities statement with the job information package.
- 5.4 In implementing this policy the College will examine and review existing procedures for recruitment, selection, promotion and training of staff.

6. Monitoring

- 6.1 The effectiveness of the employment policies and practices of the College will be monitored by quantitative and qualitative analysis. In particular, records of the sex, marital status, age, nationality, ethnic origin and disablement of employees, job applicants and learners should be kept. Monitoring will be in compliance with the Data Protection Act 1984.
- 6.2 A summary of the quantitative analysis will be presented to the Strategic Management Team

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- 6.3. If the monitoring process indicates possible areas where discrimination, harassment, victimisation may be occurring, appropriate action will be taken

- 6.4 If under representation of certain groups occurs then in the first instance an investigation will be taken to identify the causes. Where necessary, positive action such as training employees and managers, encouraging applications, or introducing more flexible working and study practices will be considered.

- 6.5 The operation of this policy will be reviewed every three years unless legislation dictates otherwise.