

LINACRE COLLEGE

EMPLOYEE EQUAL OPPORTUNITIES POLICY AND CODE OF PRACTICE

Version: 23 March 2016

Introduction

The College welcomes diversity amongst its fellows, students, employees, members and visitors, recognising the particular contributions to the achievement of its educational purposes that can be made by individuals from a wide range of backgrounds and experiences.

Whilst this policy is tailored specifically for College employees, the requirement to eliminate discrimination and to treat others with courtesy and respect applies to all members of the College, including employees, Fellows, students and old members, and will be reflected in all work activities.

This policy statement is supported by the University of Oxford's Equality Policy:

<http://www.admin.ox.ac.uk/eop/universityofoxfordequalitypolicy/>

Aims

The College aims to ensure that no applicant for a job or employee is treated less favourably than another by our recruitment and selection, promotion, discipline and grievance procedures or by our terms and conditions of employment because of any of the following protected characteristics:

Protected Characteristics	
Age	Race
Disability	Religion and belief
Gender reassignment	Sex
Marriage and civil partnership	Sexual orientation
Pregnancy and maternity	

Employment and promotion will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and salary grade. We aspire to make all staff feel valued and to give them a fair and equitable quality of working life.

The College will avoid, in the fields of employment, education and the provision of goods, facilities, and services the use of ostensibly neutral criteria which have disproportionate adverse impact on

members of a group possessing a particular protected characteristic, unless such use is objectively justifiable.

The College will monitor the effectiveness of its practice by collecting data from applicants, employees and College members that will show if members of a particular group have been treated less favourably than others. Where potential sources of discrimination are identified the College will develop an action plan to address this.

Definition of discrimination

Direct discrimination

Discrimination occurs when a person is treated less favourably than another because of a protected characteristic or because of a mistaken perception that the person has a protected characteristic. Discrimination may also arise where an employer imposes unjustifiable conditions or requirements on employees and those with a protected characteristic cannot comply.

Victimisation

Victimisation occurs when a person is treated less favourably or is harassed because they have:

- asserted their rights;
- made a complaint;
- “blown the whistle” or made a public-interest disclosure of wrong-doing;
- supported someone else who has done any of the above.

Harassment

Any form of behaviour, even unintentional, which is likely to intimidate, embarrass, humiliate or offend, such as:

- verbal or physical abuse;
- innuendo, mockery or unwarranted remarks, display or circulation of offensive material;
- use of derogatory stereotypes.

Code of practice

The College aims to implement this policy in three specific ways:

1. By communicating it to all staff. Line Managers should ensure that all employees are made aware of their responsibilities, the law and the College’s policy on equal opportunities. All

employees are expected to make the policy work, and not act in a discriminatory way or in any way which could be regarded as victimisation or harassment. All employees are encouraged to complete the University's on-line training course in equality and diversity:

http://www.learning.ox.ac.uk/seminar_desc.php?cat=cc&ls=all&cc=PER/REC/ONLI&page=19

If a member of staff has specific responsibilities where an awareness of equality of opportunities is paramount, the College will ensure that they have adequate training to be able to implement the policy.

2. By monitoring, auditing data and making recommendations for future action. This is a longer-term measure involving the collection of data about existing employees, job applicants, job offers etc., in order to assess whether or not the policy is working. This will be the responsibility of the College's Equality Committee.
3. By taking action both to end practices which may be discriminatory (including practices or selection criteria which have an unintended adverse impact on people with a particular protected characteristic) and to implement practices which promote equal opportunities.

Application of the Policy

Recruitment and Selection

- If you are involved in making recruitment and selection decisions you should make sure that you must have a complete and up-to-date understanding of the law and the College's policy on equal opportunities. You must complete the University's formal on-line training in recruitment and selection before you may chair a selection panel:
http://www.learning.ox.ac.uk/seminar_desc.php?cat=cc&ls=all&cc=PER/REC/ONLI&page=19
- Person specifications should outline the genuine minimum requirements, and where appropriate any qualification necessary for the job to be done effectively.
- Recruitment advertising should encourage applications from all sectors of the community reflecting the College's commitment to diversity and equality.
- Job vacancies should be advertised at a time and place to ensure equality of access for all suitably qualified applicants.
- Selection criteria for short-listing must be clearly established and equally applied to all candidates. Shortlisting, appointment and rejection decisions will be transparent and justifiable and will be supported by written comments.

Grading and Promotion

- All grading and promotions criteria and procedures will be free from prejudice and will be applied equitably and consistently.

Staff Development

- All staff will have equal access to induction, personal and career development opportunities and facilities.

Performance Management

- Probation and performance management procedures will be clear and transparent and will be applied fairly across all staff.
- Job descriptions will be flexible, and will allow for reasonable adjustments to be made.
- If you are involved in managing other employees you must make full allowance for the ways in which protected characteristics may affect their performance.
- If you have a protected characteristic which makes it difficult for you to comply with all the requirements of your post, you should discuss this with your Line Manager. The College will make reasonable adjustments to your terms and conditions of employment to ensure that you can continue to work. These may include:
 - ✓ allocating duties elsewhere;
 - ✓ adjusting premises;
 - ✓ altering working hours;
 - ✓ considering different places of work, including home;
 - ✓ authorised absence from work for treatment or therapy;
 - ✓ training;
 - ✓ purchasing or modifying equipment/work environment;
 - ✓ providing supervision.

Discipline and Grievance

- Disciplinary and grievance procedures will be applied fairly and transparently for all staff;

- Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff. You can download a copy of the College's [Disciplinary Rules and Procedures here](#).

Making a complaint about discrimination

Discrimination, victimisation and harassment are disciplinary offences.

If you believe that you have been the victim of discrimination, you should make a complaint to your Line Manager or the Principal. You can find full details of the College's grievance procedure in the [Linacre College Employee Handbook](#).

You are encouraged to bring any examples of discrimination or poor practice to the attention of your Line Manager or the Principal. The Public Interest Disclosure Act 1998 prevents you from being discriminated against or having your contract terminated for 'whistle-blowing'. We take our obligation to protect whistle-blowers very seriously. You can find more information on Whistle Blowing in the [Linacre College Employee Handbook](#).

Responsibilities

Governing Body and its Committees have the overall responsibility for implementing and monitoring the effectiveness of this policy. The Principal is responsible for providing leadership in its promotion and implementation.

The College's Equality Committee is responsible to the Governing Body for the monitoring of equal opportunities within the College, for the review of this policy, for the development of new policies and for designing action plans for their implementation.

All Line Managers are responsible for making sure that members of staff are aware of this policy and that it is properly embedded in working practices.