

# EQUALITY & DIVERSITY

## Policy Statement

Birkenhead Sixth Form College is fully committed to achieving equality of opportunity and to celebrating cultural diversity in all aspects of employment. We seek to employ a workforce, which reflects the diverse community at large, because we value the individual contributions of all people.

The College will treat all its employees with respect and dignity and provide an environment of positive working relationships, free from unlawful discrimination, harassment or victimisation.

The College will not tolerate any form of behaviour or activity which discriminates on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. Discriminatory incidents or activities will be dealt with through the College Complaints and Disciplinary Procedures.

Action will be taken to ensure that employees and prospective employees are treated fairly and that decisions on recruitment and selection, pay, training and development, promotion and career management and the termination of employment are based solely on objective and job-related criteria.

The College values diversity. It aims to employ a workforce that reflects the Community it serves and is committed to inclusive education and to enabling all to develop and to achieve their full potential. It will do this by making reasonable adjustments to remove barriers and ensure that disabled people and people from ethnic minority groups are treated fairly and they are not placed at any substantial disadvantage.

## Responsibilities

All employees have a personal responsibility for the practical application of the policy and a duty to avoid discriminatory practices and discourage them in others. They have a responsibility to report any suspected discriminatory acts or practices.

The Head of HR will be responsible for ensuring that fair and appropriate arrangements exist for the effective handling and recording of all aspects of the employment relationship, including recruitment and selection.

All managers have a responsibility to ensure that the policy is carried through effectively by giving active support to it and to ensure that the employees that they manage, understand and implement the policy. They should encourage employees to inform them of any instances of discrimination.

Any breach of the policy will be dealt with using the College's Disciplinary Procedure.

## **Procedure**

Recruitment and Selection procedures have been reviewed in light of the Equality Act 2010.

All recruitment advertisements will be checked to ensure that they are not discriminatory. The College will use a range of methods and sources to ensure that external advertisements are seen by as wide a pool of suitable applicants as possible.

A job description, which accurately reflects the requirements of the job, will be provided and will be checked to make certain that working patterns and practices are not discriminatory.

Recruitment to all posts within the College will be conducted in a manner which accords with equitable employment practices and procedures.

The external application form has been designed to obtain all the necessary information, which will enable the fair screening and selection of applicants.

The monitoring sheet, containing personal information such as gender, age, disability and ethnic origin, is kept separate and is not used in the selection process.

During the selection procedure reasonable adjustments will be made to accommodate the needs of any candidate with a disability, as required.

All appointments will be made on merit, regardless of age, colour, disability, ethnic origin, gender, status as a married person or civil partner, nationality, race, religious belief, sexual orientation, or socio-economic background.

## **Induction**

The College Induction Programme includes equality and diversity training and all employees will have a copy of the College's Equality and Diversity Booklet.