

Equal Opportunities Policy

Introduction

This Policy shall be implemented in accordance with the appropriate statutory requirements and full account shall be taken of all available official guidance and relevant codes of practice.

Pembroke College is committed to promoting understanding of the principles and practices of equality and justice.

Every member of staff is regarded as of equal worth and importance, irrespective of their religion, belief, culture, class, race, gender, sexuality, disability or age.

Aims

To ensure that no student, job applicant, member of staff or Fellow is discriminated against either directly or indirectly on the grounds of race, colour, religion or belief, nationality, ethnic or national origin, gender, sexual orientation, marital status, disability, age, part-time working or trade union affiliation.

To provide an environment in which all feel safe enough to express and question views.

To ensure that all can feel valued, supported and have appropriate advice and encouragement for their professional development.

To ensure the principles and practices of equal opportunities apply to all members of our community.

Equality Duty

The Collegiate University is considered a 'public authority' for the purposes of the Equality Act 2010 and must therefore have due regard to the Public Sector Equality Duty (PSED) when formulating policies and taking individual decisions.

In line with PSED, and as part of this single equality scheme, College Officers shall take into account equality considerations as set out in this Equal Opportunities Policy

in all decision-making, shall raise any concerns before approving proposals put forward in any paper, and when considering whether to adopt a policy or procedure.

All forms of discrimination by any person within our community shall be treated seriously; such behaviour is unacceptable and may lead to disciplinary action.

Appointments

Those involved in making appointments must ensure that in recruitment procedures any advertisements, short listing and interview procedures are without any direct or indirect discrimination, unless there is a specifically exempt area, for instance relating to sex and decency.

The recruitment and selection process is crucially important and the College shall endeavour through appropriate training to ensure that those making selection and recruitment decisions do not discriminate in making these decisions.

Interview questions shall be related to the requirements of the job and shall not be of a discriminatory nature.

Selection decisions shall not be influenced by perceived prejudices.

Promotion and advancement shall be on merit and all decisions related to the same shall be made within the overall framework and principles of this Policy.

Job descriptions shall be in accordance with the statements set out in this Policy and any job requirements shall be reflected accurately in any person specifications.

The approach to the advertising of vacancies shall be non-discriminatory.

All applicants applying for posts at the College shall receive fair treatment and shall be considered solely on their ability to do the job.

All those involved in the recruitment process shall, with support from HR, review their selection criteria to ensure that they are related to the specific job requirements and do not unlawfully discriminate.

Shortlisting and interviewing shall be carried out by more than one person.

Awareness

These guidelines and this Policy shall be circulated to any agencies involved in the College's recruitment process and copies shall be made available for all employees and applicants for employment.

The statements set out in this Policy shall be made available to private contractors, reminding them of their responsibilities towards equality of opportunities.

Monitoring and Review

The College shall monitor the impact of this Policy to determine its effectiveness.

Monitoring shall include:

- The collection and classification of information regarding ethnic/national origin, gender and disability as part of the recruitment process;
- The examination by ethnic/national origin, gender and disability of the distribution of successful applicants;
- Examining the recruitment, training and promotional records of employees, including any decisions and the reasons for them;
- Monitoring applicants to ensure that the principles of this Policy are being applied and responding to any complaints from unsuccessful candidates;
- Reviewing at regular intervals the results of monitoring to assess the effectiveness of the implementation of this Policy.