

DIGNITY, DIVERSITY & EQUALITY POLICY STATEMENT

Overall responsibility:	Principal
Implementation:	Vice Principal of People and Organisational Development
Date issued:	September 2022
Date for review:	Periodically

Endorsed and approved by Policy & Strategy Group

Date: November 2022



Pat Brennan-Barrett

Principal

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1. INTRODUCTION

1.1 Anti-discrimination and Equality Law dates back to the 1970's with the introduction of several Acts, including: The Equal Pay Act (aimed to outlaw inequalities in pay between men and women); The Race Relations Act (made discrimination on the grounds of race, ethnic origin and colour unlawful), and the Sex Discrimination Act. Since then, further protection from discrimination in employment has been added including outlawing discrimination on grounds of disability; age; religion and belief, and sexual orientation.

As a result of subsequent case law and a perceived lack of progress in Great Britain on equality generally, in order to update the law and bring together details of the existing protections into a single Act, the Equality Act 2010 was introduced. The Act offers protection from unlawful discrimination to people with 'protected characteristics'; these are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual Orientation

In addition, public sector bodies are subject to both a general equality duty and specific duties. Organisations subject to the general equality duty must consider how different people will be affected by their activities, helping them to deliver policies and services which are efficient and effective; accessible to all and which meet different people's needs. In summary they must show they have due regard to:

- Eliminating unlawful discrimination, harassment and victimisation;
- Advancing equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Fostering good relations between people who share a protected characteristic and people who do not share it.

1.2 Northampton College is committed to being a community where everyone can contribute and be recognised and value for who they are. The College strives to provide an inclusive, respectful and considerate environment in which all individuals are treated with dignity and respect at work and are supported to accomplish their goals.

The College believes that, in addition to being unjust, unlawful discrimination represents a lost opportunity to draw on rich and diverse perspectives and experiences. It can deny individuals a voice and an opportunity to reach their full potential and deprives the College of access to the full expression of talent, value and contribution from its community members, which the College recognises as being critical to its success.

As such, it is committed to both the elimination of unlawful discrimination and the positive promotion and celebration of Equality, Inclusion and Belonging throughout all aspects of its work.

2. RESPONSIBILITY

- 2.1 The Human Resources department owns and manages this policy on behalf of Northampton College.

3. SCOPE

- 3.1 This policy applies to employees, students, governors, volunteers, visitors, suppliers and partner organisations (all of whom form part of the College community).

4. POLICY STATEMENT

- 4.1 This policy outlines:
- The responsibilities of all staff for promoting a culture of dignity at work; and
 - The responsibilities of all staff to behave with professionalism and integrity with regards to dignity, diversity and equality.
- 4.2 This policy will be reviewed and revised periodically, particularly in the light of any developments in employment legislation or good employment practice, in order to ensure their continuing relevance and effectiveness.

5. DEFINITIONS

- 5.1 Dignity at Work – This is about all members of the College community being treated with dignity and respect and preventing them being treated badly or unfairly.

Equality – Equality is about equal opportunity and about creating an inclusive society where everyone can participate and has the opportunity to fulfil their potential.

Diversity – The word diverse means “varied and different” so ‘diversity’ is about more than equality. It is about valuing variety and individual differences and creating a culture, environment and practices which respect and value differences for the benefit of society, organisations and individuals.

- 5.2 Types of Discrimination:

Direct Discrimination – Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have.

Direct Discrimination by Association – This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Direct Discrimination by Perception – This is direct discrimination against an individual because others think they possess a particular characteristic and applies even if the person does not actually possess that characteristic.

Indirect Discrimination – This can occur when there is a condition, rule, policy or a

practice that applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if a company shows they acted reasonably and that it is a 'proportionate means of achieving a legitimate aim'.

Harassment – This is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Victimisation – This occurs when an employee is treated badly because they have made or supported a complaint, or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

6. KEY PRINCIPLES

6.1 Northampton College will eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between people who share a protected characteristic and people who do not share it; and foster good relations between people who share a protected characteristic and people who do not share it. This will be achieved by:

- The provision of relevant training for all new starters and on a rolling three yearly basis for all staff thereafter;
- The utilisation of equality impact assessment in the development of College policy, procedure and practice;
- Providing flexible working arrangements, where business needs allow and family-friendly policies;
- Promote an inclusive ethos through positive action measures allowed by the Equality Act to rectify disadvantages or under-representation;
- Partners, contractors and employers' responsibilities for equality and diversity forms part of contracts/handbooks; and
- Provide an informal and formal mechanism for staff and students who believe that they have been unlawfully discriminated against, harassed, victimised or bullied to raise their concerns

6.2 Northampton College requires all members of the College community to treat each other with respect, courtesy, dignity and consideration at all times, in keeping with the principles and spirit of this policy and the College values.

7. ASSOCIATED POLICIES

- Staff Code of Conduct
- Dignity at Work – Harassment & Bullying Policy
- Grievance Policy
- Disciplinary Policy and Procedure
- Compliments and Complaints Policy [Students]
- Student Behaviour and Disciplinary Policy

8. Appendices:

Appendix 1: Equality and Diversity Impact Assessment

Appendix 2: Data Protection Assessment

Appendix 3: Communications Plan

Appendix 1: EQUALITY & DIVERSITY IMPACT ASSESSMENT

This template has been designed to help you take action to improve services and practices which affect staff, students and other service users at Northampton College. By completing this template, you would have considered the impact that your policy, practice or service might have on particular social groups within the college community. The exercise will also provide you with the opportunity to demonstrate, where possible, that the College promotes equity, diversity and inclusion.

Once this Equality Impact Assessment has been created, please include on the last page of your policy document.

Policy Details	
What is the policy?	Dignity Diversity and Equality Policy Statement
Is it new or existing?	Existing/Revised
Department	HR
Policy Author (postholder title, name)	Jan Hutt Vice Principal – People and Organisational Development
Author of Equality Analysis	Jan Hutt
Date of completion	22.09.2022

Aim and Objectives
Briefly describe the aims and objectives of the policy
To outline the College's commitment to Equality, equity, inclusion and diversity for its community.

Policy Assessment				
Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion. Please tick (✓) the identified level of impact (positive, negative, or no impact) and provide details of your findings.				
	Positive Impact	Negative Impact	No Impact	Findings
Race	✓			
Religion and/or belief	✓			
Sex (Gender)	✓			
Gender Identity	✓			
Disability	✓			
Age	✓			
Sexual orientation	✓			
Marriage and/or civil partnership	✓			
Pregnancy and/or maternity (including surrogacy and adoption)	✓			
Other identified group (e.g. carers)	✓			

Action Planning		
How do you intend to mitigate or eliminate any negative impact identified?	If a positive impact is identified, how do you intend to promote or develop this opportunity?	Where negative impact has been identified, can it be justified? If so, explain how.
N/A	This policy reflects the ethos of the College which is substantively	N/A

	<p>embedded through College operations, policies, attitudes, behaviours and ultimately evidenced through College performance and student outcomes. Both organisational and individual success in itself engenders a sense of belonging, inclusion and achievement.</p>	
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Monitor and Review	
How will you monitor the impact of your policy once it has been put into effect?	
The policy will be monitored via a range of qualitative and quantitative means, including through staff and student survey data, evaluation of complaints and data pertaining to outcomes for students.	
Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):	
Name	
Mark Owen	Assistant Principal – Student Services
Sally Bamford	HR Manager
Victoria Murphy	Head of Marketing and Communications

Equality Analysis Sign-Off Signature and Date:	Jan Hutt
Review Date:	

Appendix 2: DATA PROTECTION IMPACT ASSESSMENT

Data Protection Impact Assessment

Does this Policy

- require the collection and use of data in addition that normally collected by the College?

Yes / No (if Yes complete Assessment point number 1)

- require the sharing of data with partners?

Yes / No (if Yes complete Assessment point number 2)

1. Is additional data being collected? If so please detail:

No

Is data collected personal and/or sensitive?

Yes

How will you collect, use, store and delete data?

Via existing protocols – the affect of this policy is the analysis of protected characteristic data which is embedded in existing protocols. For example, staff data is collected via a Privacy Notice and stored in accordance with employment data protocols (statutory) and College data retention protocols.
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2. Will you be sharing data with anyone? Please detail what data, with who and confirm a **Data Sharing Agreement** is in place

Not in a format that is identifiable to a third party, beyond the provision of data in relation to statutory requirements. This is not implicit to this policy but reflects the fact that sensitive data can be shared with third parties on occasion. For example, in order for the College to adhere to criminal law requirements or statutory safeguarding requirements.

Describe the purposes of the processing / sharing: What are the benefits of the processing/ sharing – for you, and more broadly?

As noted above

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so.

Where the matter relates to criminal or safeguarding statute that become the presiding factor i.e. consultation may not be appropriate.

Describe compliance and proportionality measures, in particular:

What is your lawful basis for processing?

Consent (via Privacy Notice)/Contract/Legal (e.g. personal data is required for the College to fulfil such matters as staff DBS checks)/Public Task

How will you ensure data quality and data minimisation?

In accordance with the College's retention policies

What information will you give individuals?

N/A Beyond that to third parties as required.

Please attach a Risk Assessment if there are significant risks to data protection

Signed by Data Protection Officer

Name:

Date:

Appendix 3: COMMUNICATIONS PLAN

TITLE OF COLLEGE POLICY: Dignity, Diversity and Equality Policy Statement	DATE APPROVED BY Date:
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AUDIENCE (select appropriate with ✓)					
Managers		Curriculum teams		Business Support teams	
All staff	✓	Suppliers	✓	Partners	✓
Other - Students					

CHANNEL (select appropriate with ✓)					
Policy & Strategy Team (PST)	✓	Quality Improvement Network (QIN)		Marketing team	✓
Meeting		Meeting		NC Update Intranet Website	
Individual team		Suppliers		Partners	
Document Library Noticeboards Team meeting Email	✓	e.g. Letter or email Meeting		e.g. Letter or email Meeting	
College Management Team (CMT)		JCNC	✓	CORPORATION	✓
Meeting		e.g. Meeting Email		e.g. Meeting Email	

COMMUNICATIONS PLAN ACTIVATED BY:		
Name: Jan Hutt Department	Job title: Vice Principal – People and Organisational Development	Date: 22.09.2022

