



## Leo Baeck College

### Equal Opportunities policy February 2021

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## 1. Policy and Objectives

Leo Baeck College will positively promote equality of opportunity for all current and potential students, staff and its other stakeholders. It will not discriminate unfairly on the basis of sex, pregnancy and maternity, gender, gender reassignment, disability, race, ethnic or national origin, age, sexual orientation, socio economic background, religion and belief, political beliefs, family circumstances including marriage and civil partnership and trade union membership.

### 1.2 Further Aims

- a. eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- b. advance equality of opportunity between people who share a protected characteristic and those who do not
- c. foster good relations between people who share a protected characteristic and those who do not.

### 1.3 These broad aims reflect the general duties under the Act The protected characteristics referred to are:

- Age
- Disability
- Gender Reassignment
- Marriage & Civil Partnership
- Pregnancy & Maternity
- Race
- Religion or Belief (including lack of belief)
- Sex
- Sexual Orientation

## 2. Responsibility

**2.1** Overall responsibility for equal opportunities within the College lies with the Principal. Members of senior management team are responsible for ensuring that the Equal Opportunities Policy is implemented in their areas of responsibility.

**2.2** The **Senior Executive Officer** is responsible for taking any action on decisions relating to equal opportunities in employment matters, coordinating the monitoring of the effectiveness of the policy and providing general guidance in relation to this policy.

**2.3** Heads of Departments are responsible for implementing the College's Equal Opportunities Policy and for taking action on decisions relating to equal opportunities in the staffing and operation of the academic programme and in all other activities

**2.4** All employees and students of LBC are responsible for ensuring that their actions are carried out in the terms of the general policy and codes of practice. They may be held personally accountable should any complaint arise.

### **3. Application**

**3.1** The general policy relates to all aspects of employment and academic life, including advertisements, recruitment, pay, terms and conditions of service, training, secondment, redeployment, benefits, promotions, grievance and disciplinary procedures, curriculum, pedagogy and assessment, course validation and admissions strategies. It also applies to contractual relationships with other agencies such as in purchasing and collaborative programmes of study involving other institutions

**3.2** Persons not employed by the College but who are involved in the College's activities, such as Trustees, visitors, clients, consultants, external contractors etc, are expected to operate within the terms of the general policy.

**3.3** The policy applies to the treatment of potential as well as existing employees and students.

### **4 Implementation**

**4.1** Consultation with staff and students will be a necessary part of implementing the general policy and the specific policies and procedures.

**4.2** Staff and students will be informed of their responsibilities towards the promotion and implementation of equal opportunities policies and procedures.

**4.3** Appropriate training will be provided to assist with implementation.

**4.4** Advice on the implementation of the specific policies will be available from the Senior Executive Officer.

**4.5** The College will adopt the best practice in the light of both internal and external research and experience.

### **5 Complaints**

Any complaint made with regard to inequality shall be dealt with under the terms of the complaints procedures, bearing in mind the safeguarding of individuals.

### **Code of Practice 1**

#### **LBC as an equal opportunities employer**

##### **Policy**

LBC commits itself to being an equal opportunities employer. It is important that people from all groups in society are represented at all levels of employment. This is important both for the success and development of the Institution and for the provision of role models. Employment policy at the College will strive to:

- Eliminate unfair discrimination at each stage of the recruitment process and throughout an individual's period of employment;
- Act positively, by means of good practice, to redress society's discrimination;
- Develop patterns of work which encourage and enable the redress of institutional employment imbalances;
- Ensure that all employees and all those acting on behalf of LBC are aware of, trained in, and abide by the Equal Opportunities Policy.

### **Code of Practice 2**

#### **LBC as an equal opportunities institution in relation to the education of students**

##### **Policy**

The University is committed to ensuring that all students enjoy equality of opportunity during their studies at the College and are free from any form of discriminatory practices by LBC or its members as defined in the Equal Opportunities Policy and Codes of Practice of the Organisation.

### **Code of Practice 3**

#### **Special needs of staff and students**

##### **Policy**

LBC continues to establish systematic programmes of change across the College, to empower students and staff who are disabled to achieve their full potential.

### **Code of Practice 4**

#### **Discrimination**

The University is committed to a working and learning environment that is free from unlawful discrimination

## **Code of Practice 5**

### **Harassment**

The College is committed to a working and learning environment that is free of intimidation or unlawful harassment as defined in the Sex Discrimination Act (1975) and the Race Relations Act (1976).

## **Code of Practice 6**

### **Curriculum, pedagogy and assessment**

#### **Policy**

The College is committed to an education for all students on all programmes which does not discriminate against students on the grounds of age, colour, ethnic origin, family responsibility, gender, marital status, nationality, 'race', religion, sexual orientation, socio-economic status or disability. The policy embraces the development of a multi-ethnic curriculum with freedom of speech and thought in the context of scholarly dialogue.

## **Code of Practice 7**

### **The language of equal opportunities**

#### **Policy**

LBC is committed to using language spoken, written and visual which avoids sexism and racism or languages offensive to those with a disability within the Institution and in all its official documents, committee reports and in promotional and advertising material. The goal is to achieve a writing 'house style' which embraces best practice.

## **Complaints Procedure 1**

### **What you should do if you think there has been unfair:**

#### **Discrimination**

1. Any member of the College who suffers from unfair discrimination will have the support of the management.
2. There are various ways in which an individual can deal with discrimination.

#### **Step One**

(i) Act promptly to share the view of the situation with the person who it is felt is acting or has acted in an unfair and discriminatory manner. This person may be unaware that the behaviour, statements or questions were unfair. It may be, therefore, a genuine mis-interpretation or misunderstanding which can be cleared up immediately.

(ii) The support of a colleague or friend may be necessary to help explain the situation to the other person. Such support should be used when there is concern

about making an approach to the alleged perpetrator.

(iii) It is important to understand that bringing a complaint will not result in further discrimination or victimisation. Concerns must be shared with the College for the good of the community as a whole.

(iv) Any complaint should be reported to the management or for monitoring purposes.

### **Step Two**

(i) Unfair discrimination may occur in a variety of forms. If there is concern about an experience or a situation, then this should be shared with the Senior Executive Officer.

(ii) Concerns should be shared if possible with other colleagues to determine whether they have the same perspective or experience.

(iii) The Senior Executive Officer holds the responsibility for ensuring that unfair discrimination does not occur on the College premises. All matters related to discrimination should be reported to the appropriate manager. The managers' responsibility is to see that the appropriate actions are determined and implemented so that unfair discrimination ceases wherever it occurs.

(iv) Unfair discrimination by members of the College may be a matter for discipline under the agreed disciplinary procedures and conditions of service.

### **Complaints procedure 2**

#### **What you should do if you believe you are the victim of sexual, racial or other forms of harassment:**

1. Any member of the **College** who suffers from harassment will have the support both of the Trustees and Management.

2. There are various ways in which an individual can deal with harassment.

(i) Act promptly and do not wait until the situation reaches an intolerable level or personal well-being is put in jeopardy. In some cases, the person against whom there is a complaint may be unaware that their behaviour is inappropriate or objectionable, or it may happen that their words or actions have been misinterpreted.

(ii) Even where the behaviour was intentional, a swift and clear indication that the behaviour is objectionable may well prove sufficient.

(iii) Although an objection is often most effective when delivered face to face, there may be good reasons to choose not to speak directly to the person against whom there is a complaint. If this is the case, there are the following options:

- A friend or colleague can be asked to talk to the person. This may well

settle the problem. The incident should be reported to the campus dean of students or local equal opportunities adviser. The identities should not be revealed unless a formal complaint is to be made. The reporting is for monitoring purposes.

- The matter can also be taken up with the immediate manager.
- If the complainant's Director is not the manager of the staff member or responsible for the student the complaint is about, they will take it up with the appropriate person.
- Details of any subsequent incidents will be written down and copied and placed on record.

### **Step One**

If the behaviour continues, the appropriate line manager should normally be contacted. They will give further advice on how to proceed and explain how to take up the complaint more formally. The complainant may be accompanied by a friend who is a member of the College, and the timing and venue of the meeting (on College premises) can be arranged to suit.

### **Step Two**

It may be necessary to make a formal complaint in order to stop the harassment. Discuss this with an equal opportunities adviser who will inform the appropriate dean or head of service. Where a complaint is of a more serious nature an individual may decide to make a formal complaint. All complaints will be handled with consideration to both sides and with the utmost confidentiality.

## **What LBC will do in response to a complaint**

### **Informal action**

The complainant may try either to resolve the matter by direct approach or to seek the assistance of a person in authority who is trusted.

The person in authority is expected to:

- (a) respond sensitively to the complaint
- (b) provide advice including information about the procedure if a formal complaint becomes necessary
- (c) take up the matter informally with the person against whom the complaint has been made, if requested to do so. In this event, the complainant should be asked for permission to give their name to the person against whom the complaint has been made; anonymous complaints can only be pursued in general terms and are less likely to bring about the desired change in behaviour. The person against whom the complaint has been made will be advised of the nature of the complaint and be given the opportunity to respond. They will also be advised of the procedure to be followed if a formal complaint were to be made. Where this meeting leads to an acknowledgement that a problem exists, the steps to rectify

the problem and prevent the situation recurring will be agreed and notified to the complainant.

**(d)** All informal complaints should be reported to the management.

### **Formal action**

**(a)** In the first instance, the complainant should consult with the **Senior Executive Officer** who will help them to proceed. The complainant should be informed of the guidelines for pursuing complaints and what this might involve.

**(b)** If the decision is made to take the case further, the **Senior Executive Officer** should inform the **Principal** of the complaint and will meet with the alleged perpetrators and inform them that a complaint has been made, giving the opportunity to accept responsibility for the offence. If this is done, the harasser should write to the complainant admitting the offence, expressing regret and undertaking to ensure that further incidents do not occur. Copies of this letter should be lodged with the **Senior Executive Officer**.

**(c)** If the alleged discriminator denies the allegations, the matter should be referred to the **Principal** who, in consultation with the **Senior Executive Officer**, should decide whether or not this falls within the disciplinary procedures. The complainant's right of appeal against a decision not to proceed should be explained to them.

**(d)** Serious cases of harassment may be deemed to be gross misconduct. In such cases, disciplinary action against the perpetrator shall be taken under the appropriate procedures.

Copies of LBC's Equal Opportunities Policy are available from the **Senior Executive Officer**.