



Recruitment and Selection Code of Practice

Statement of policy

We recognise that unlawful discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of belonging to a particular group, such as those of *race, colour, ethnic or national origin, religion and belief, political opinion or affiliation, gender, marital status, sexual orientation, gender reassignment, age or disability*.*.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a working environment in which no employee or worker feels under threat or intimidated.

Recruitment and selection

The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate on any of the grounds mentioned in paragraph 2 of this document*, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be reviewed regularly to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, lawful, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants from one of the particular groups mentioned in paragraph 2 of this document*.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability and potential to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing for potential employees will be carried out by more than one person.

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

We will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

Training

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All promotion will be in line with this policy.

Monitoring

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:

- the collection and classification of information regarding the race in terms of ethnic/national origin and gender of all applicants and current employees
- the examination by ethnic/national origin and gender of the distribution of employees and the success rate of the applicants
- recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

All College policies are considered with reference to the Government's Equality Act 2010: <https://www.gov.uk/guidance/equality-act-2010-guidance>

Appeals information: <https://www.ox.ac.uk/students/academic/conduct?wssl=1>

Reviewed and approved by the Governing Body May 2020