



Equal Opportunities Policy

The College's aims

The Queen's College welcomes diversity amongst its academic and non-academic staff, students and visitors, recognising the particular contributions to the achievements of our statutory objects that can be made by individuals from a wide range of backgrounds and experiences.

The Queen's College will work to remove any barriers which might deter people of the highest ability from applying to the College, as members of academic or non-academic staff or students. The college aims to provide an inclusive environment which values diversity and maintains a working, learning and social environment in which the rights and dignity of all its academic and non-academic staff and students are respected to assist them in reaching their full potential.

Equality policy

The Queen's College is committed to promoting equality of opportunity and avoiding discrimination.

The Equality Act 2010 covers nine "protected characteristics": age, disability, gender reassignment, marriage and civil partnership (but only in relation to employment), pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

The Equality Act 2010 has also placed a Public Sector Equality Duty (the "general duty") on Higher Education Institutes to have due regard in their decision making to the need to:

- Eliminate discrimination, victimisation and harassment and other conduct prohibited by the Equality Act 2010
- Advance equality of opportunity for people from different protected groups, including:
 - removing or minimising disadvantages suffered by people due to their protected characteristics
 - meeting the needs of people with protected characteristics
 - encouraging people with protected characteristics to participate in areas where their representation is low
 - Foster good relations between people from different protected groups, including tackling prejudice and promoting understanding

The College's commitment

No prospective or actual member of academic or non-academic staff or student will be treated less favourably than any other, whether before, during or after their employment or study at The Queen's College on the grounds of any of the protected characteristics, except when such

treatment is within the law and determined by lawful requirements (e.g. it is reasonable to require an applicant for a post as The Queen's College Chaplain to be in Priestly Orders in the Church of England).

With regard to academic and non-academic staff, this policy applies to (but is not limited to) advertising of jobs and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures and to termination of employment. In relation to academic and non-academic staff, the policy and practice of The Queen's College requires that all academic and non-academic staff are afforded equal opportunities within employment and that entry into employment with the College and the progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job would be the primary consideration.

In relation to students, The Queen's College aims to provide education of excellent quality at undergraduate and postgraduate level for its students, whatever their background. In pursuit of this aim, the College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. With regard to students, this policy applies to (but is not limited to) recruitment, admissions, to teaching, learning, research provision and assessment, to scholarships, grants and other awards under the College's control, to welfare, disciplinary and support services, to College accommodation and other facilities, to health and safety, to personal conduct, and to student complaints and disciplinary procedures, and to student progress including retention and drop-out.

In order to realise its commitment, the College will:

- promote the aims of this policy
- be proactive in eliminating discrimination, including harassment and bullying, through training and the production and dissemination of codes of practice and guidance
- have regard to its obligations under relevant legislation, including the requirement to carry out impact assessments in certain areas to meet the public sector equality duty, and for its policies, codes of practice and guidance to mirror the same and be changed to meet the demands of new legislation
- whilst acknowledging that they are not legally binding, have regard to any Codes of Practice issued or adopted by the Commission for Equality and Human Rights;
- make this policy, as well as all codes of practice and guidance available to all academic and non-academic staff and students

- regularly review the terms of this policy and all associated codes of practice and guidance

Responsibilities

Governing Body and its committees

It is the responsibility of the Governing Body and its committees to provide mechanisms through which the College's objectives for diversity and equal opportunities can be delivered and also to work in partnership with the University to agree fair and equitable division of responsibility under current and future equality legislation.

Implementation of policy

The Provost, Domestic Bursar, Estates Bursar, Senior Tutor, Dean, Tutor for Admissions, Tutor for Undergraduates, Tutor for Graduates and Equalities Advisor are required to provide leadership in all matters relating to Equal Opportunities and to oversee the development of Equal Opportunities policy frameworks and their applications in the College, working as appropriate with those colleagues and bodies, including those committees with responsibility for student matters, that have specific mandates.

The College Equality Committee

The Provost, Domestic Bursar, Senior Tutor, Dean, Tutor for Admissions, Tutor for Graduates, Equalities Advisor and JCR and MCR Presidents have the responsibility for considering all existing and emerging equality legislation with a view to identifying relevant issues, which are then translated into key College policies for recommendation by the Equality Committee and for approval by the Governing Body. The Equality Committee provides information and guidance to College Officers to enable them to discharge their responsibilities and to support senior members of the College in showing leadership on diversity issues. The Committee facilitates central consultation with academic and non-academic staff and students. The Committee provides monitoring of key strategic issues and also draft publications for approval by Governing Body. The Committee also reviews the provision of support services to academic and non-academic staff and students with regard to harassment issues, childcare and disabilities and specific access needs.

College officers

The Provost, Domestic Bursar, Estates Bursar, Senior Tutor, Dean, Tutor for Admissions, Tutor for Undergraduates, Tutor for Graduates and Equalities Advisor are responsible for the day to day implementation and delivery of the College's strategic objectives for diversity and equal opportunities.

All academic and non-academic staff and students

This policy applies to all members of the College; academic and non-academic staff and students, whether permanent, temporary, casual, part-time or on fixed-term contracts, to job applicants, to student applicants, current and former students, to associate members and to visitors to the College.

These members of the College have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times and not to discriminate against or harass other members whether junior or senior to them.

The College expects all its academic and non-academic staff and students to take personal responsibility for familiarising themselves with this policy and to conduct themselves in an appropriate manner and at all times to respect equality of opportunity for all academic and non-academic staff, students, applicants and visitors. The College regards any breach of this policy by any member(s) of academic or non-academic staff or student(s) as a serious matter to be dealt with through its agreed procedures and which may result in disciplinary action.

The Queen's College will also avoid in the fields of employment, education and the provision of goods, facilities, and services and premises the use of ostensibly neutral criteria that have a disproportionate impact on members of a particular racial group, disability, sexual orientation, religion, nationality, gender, or of marital status, unless such use is objectively justifiable.

This policy statement is supported by College policies and procedures for academic and non-academic staff and students, and underpinned by the University of Oxford's own equal opportunities policy and procedures. It applies to both direct and indirect discrimination. The College has used the University's policy documents as a guide and adapted them as appropriate, including links to information on the University's website.

Complaints

The Queen's College takes seriously any breach of this policy. Disregard of this policy may result in disciplinary action up to and including dismissal. The College encourages any prospective or current member of academic or non-academic staff or student who has a complaint concerning a breach of this policy to bring such a complaint to the College. See the College's Harassment (including Bullying) Code of Practice.

Details of policies on recruitment and selection are to be found on the College website: <https://www.queens.ox.ac.uk/equality-information>

Monitoring and review

The College's Equal Opportunities policy is a "living" document which will change in the light of experience and/or new legislation. The College therefore undertakes, through its Equality Committee, to continuously monitor and (if appropriate) review the content or operation of this policy.

The College also welcomes suggestions and/or comments relating to its Equal Opportunities policy, and these should be sent to: equality@queens.ox.ac.uk

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