

1. POLICY STATEMENT

- 1.1 The College is committed to achieving equality of opportunity for all people who work and study at the college and recognises the range of legislative requirements, together with associated codes of practice. The College Equal Opportunities Policy should be read in conjunction with the College Charter, Disability Statement, Admissions Policy, Bullying and Harassment Policy and Race Equality Policy.
- 1.2 The College will not tolerate any form of behaviour or activity that discriminates without proper justification on the grounds of disability, gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religion or belief, ethnicity, age and unrelated criminal convictions.
- 1.3 The College seeks to employ a workforce which reflects the diverse community at large, because we value the individual contributions of all people. We will treat all employees with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation. To this end, within the framework of the law and best personnel practice, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community.
- 1.4 No employee or job applicant should be disadvantaged or treated less favourably because of conditions or requirements which cannot be justified and the college will seek to make reasonable adjustments to its arrangements and premises with a view to avoiding any substantial disadvantages for disabled people. Action will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, career management and on the termination of employment, are based solely on objective and job related criteria.
- 1.5 Boston College aims to create an accessible institution and extend opportunities in education, training and employment to every section of the community, within financial constraints.
- 1.6 The College will develop marketing and admissions strategies which will counteract stereotyping and prejudice. It will also seek to encourage participation from those who might suffer from discrimination through the promotion of equal access to all parts of the College.

2. ACTION TO IMPLEMENT POLICY

The College will set an action plan containing explicit, measurable and achievable objectives and targets.

- 2.1 The College will establish a working group comprising representatives of all stakeholders to oversee the operation of the equal opportunities policy against the set targets and objectives.

Responsibilities

- 2.2 All employees have personal responsibility for the practical application of the policy, which extends to the treatment of employees, students and through our contractual agreements with contractors. The Principal has overall responsibility of this policy.
- 2.3 The Director of Human Resources will be responsible for ensuring that fair and adequate arrangements exist for both effectively handling and recording all aspects of the employment relationship, including recruitment and selection.
- 2.4 All managers have a responsibility to ensure the policy is carried through effectively, by giving active support to the policy and ensuring employees under their control understand and implement the policy. They should encourage employees to inform them of any instance of discrimination, and ensure that all allegations are investigated with the assistance of Human Resources. Managers will be responsible to the Principal for these activities.
- 2.5 Disciplinary action will be taken against any employee who does not comply with these requirements,

3. TRAINING

The responsibilities in relation to equal opportunities, will be positively incorporated into training at all levels.

4. INFORMATION

The policy will be made available to all employees including new employees.

5. RECRUITMENT

- 5.1. All job applicants shall receive an equal opportunities statement with the job information package.
- 5.2 The College will examine and review existing procedures for recruitment, selection, promotion and training.

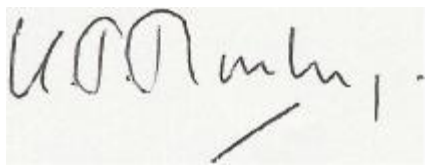
6. MONITORING

- 6.1 The effectiveness of the employment policies and practices of the College will be monitored by quantitative and qualitative analysis. In particular, records of the sex, marital status, age, nationality, ethnic origin and disablement of employees and job applicants, should be kept. Any monitoring will be in compliance with the Data Protection Act 1984.
- 6.2 The Equality and Diversity Working Group and the College Standards Committee will monitor the College's performance against the Equal Opportunities Policy, the Disability Statement, and the Race Equality Policy.

- 6.3 If the monitoring process indicates possible areas where discrimination, harassment, victimisation may be occurring, appropriate action will be taken.
- 6.4 If under representation of certain groups occurs, then in the first instance an investigation will be taken to identify the causes. Where necessary, positive action such as training employees and managers, encouraging applications, or introducing more flexible working practices may be considered.
- 6.5 The operation of this policy will be reviewed annually by the Equality and Diversity Working Group to ensure that it is working properly.

This policy is supported by: -

- The College Charter
- The Disability Statement
- The Race Equality Policy
- The Admissions Policy
- The Harassment Policy
- The Recruitment Guidance Notes
- The Legislative Framework

REVIEWED FOR COMPLIANCE WITH EQUALITY AND DIVERSITY PRINCIPLES	
	KEITH THARBY, DIRECTOR OF HUMAN RESOURCES
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