



# Empire College London

## Equality and Diversity Policy

Empire College London is dedicated to creating an environment where students and staff are treated with dignity and respect, and the value of each individual is recognised.

The college is committed to creating a place where everyone, whatever their circumstances and background:

- is fully respected
- is listened to and encouraged to give their views
- feels welcome
- is treated in a fair way
- is treated in an equal way
- has equality of opportunity
- has full access to college activities and resources
- is given support that is relevant to their course and circumstances

The policy is governed by the Equality Act 2010, which makes it unlawful to discriminate against someone because of one or more of the following protected characteristics:

- age
- being or becoming a transsexual person
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sex
- sexual orientation

This policy applies to all students, staff, visitors and any external collaboration the college may have.

Any direct, or indirect, discrimination applied to any existing or potential future student, staff member or visitor will not be acceptable.

All staff and students have a responsibility to provide full and active support for the policy by ensuring that the policy is known, understood and applied at all times.

As an educational provider Empire College London treats all students equally and fairly at all stages of their recruitment, selection and study.

In the process of recruitment and selection, applicants are being judged on the basis of their English language proficiency, academic characteristics, educational background and personal motivation that should meet the requirements of the course level they are applying for. In the college, the students' progress assessment, all forms of support, access to the college facilities and extracurricular activities are being provided on equal terms for everyone.



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As an employer, Empire College London treats all part-time and full-time employees and job applicants equally and fairly. During the process of recruitment and selection, employees are judged on the basis of their qualifications, work-related performance, professional qualities, work experience and personal motivation.

## Responsibilities of staff and students

### Staff:

- Senior management is responsible for ensuring the college meets all aspects of the Equality Act 2010.
- Provide a working environment which is free of discrimination or harassment in any form.
- Take the necessary steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encourage and support protected groups in activities.
- Adhere to the staff code of conduct.

### Students :

- Adhere to the Student Code of Conduct.
- Ensure display materials they use do not offend others.
- Treat everyone politely and fairly, making them feel welcome in the college.
- Use language carefully and appropriately considering the impact it may have on others.
- Report any concerns or events which are insulting others.
- Resolve differences and disagreements amicably.

### Implementation:

All staff and students are made aware of the policy and procedure during the formal College induction process. Staff and students have access to this policy on the college VLE.

### Training:

All staff will undertake appropriate training on Equality and Diversity matters.

### Complaints:

Any student, member of staff or visitor who believes they have been treated less fairly than others, discriminated against or victimised should at the first instance contact the management team.

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