EMBS
Community College

Equality and diversity policy

1. EMBS Community College Ltd (the college) has responsibilities under the Equality Act 2010 in relation to people with protected characteristics. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
2. The aims of the college in relation to equality and diversity are:
    a. to eliminate unlawful discrimination, harassment and victimisation,
    b. to advance equality of opportunity between different individuals and groups, and
    c. to foster good relations between different individuals and groups.
3. The college is committed to upholding the values of equality and diversity in the delivery of its services, as an employer, and in its relationships with stakeholders. These values shall be reflected in the college's policies and procedures.
4. Reviewed: August 2026
   Next review: August 2027

Responsibilities

5. The principal, and the board of directors, have the following responsibilities:
    a. to ensure that all staff adhere to this policy,
    b. to ensure the aims, requirements and values of this policy are reflected in all job descriptions,
    c. to ensure equality issues are taken into account in all decision-making,
    d. to investigate whether any individuals or groups with protected characteristics have particular needs in accessing services,
    e. to seek and respond to feedback and data on the college's performance with respect to equality and diversity,
    f. to arrange such training as is necessary to ensure that the aims, requirements and values of this policy are upheld at the college,
    g. to promote an environment where respect is shown to every person,
    h. to challenge any actions or behaviour that conflicts with the aims, requirements and values of this policy, and

    i. to deal with complaints and grievances fairly, quickly and confidentially.

6. Managers have the following responsibilities:
    a. to investigate whether any individuals or groups with protected characteristics have particular needs in accessing services,
    b. to promote an environment in which individual differences and the contributions of all people are recognised and valued, and
    c. to ensure staff and learners are aware of their rights and responsibilities under the Equality Act 2010 and are comfortable reporting discrimination, harassment and victimisation.
7. All staff have the following responsibilities:
    a. to uphold and continuously improve a working environment that promotes dignity and respect, and
    b. to report concerns and grievances that contravene this policy.

Prohibited conduct

8. The college does not permit discrimination, harassment or victimisation.
9. Direct discrimination refers to treatment of someone less favourably than others because of a protected characteristic.
10. Indirect discrimination refers to the application of a provision, criterion or practice to a person which is discriminatory in relation to a relevant protected characteristic of that person. It occurs where certain requirements, conditions or practices which may be imposed generally by an employer put people with a protected characteristic at a particular disadvantage when compared with others who do not share that characteristic.
11. Harassment refers to conduct relating to a relevant protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. It includes unwanted sexual conduct, and less favourable treatment of a person because that person rejected or submitted to unwanted sexual conduct or conduct related to gender reassignment or sex.
12. Victimisation refers to subjecting a person to a detriment because that person brings proceedings under the Equality Act 2010, gives evidence in relation to such proceedings, does any other thing in connection with the Equality Act 2010, or makes an allegation that someone has contravened the Equality Act 2010.
13. The prohibition of discrimination also applies to discrimination against a person because they are associated with a person with a protected characteristic, or because someone thinks they have a protected characteristic, even if they do not.

Equal opportunities

14. All employees, contractors and agents of the college shall uphold equality and diversity in relation to all of the college's committees, organisational units, policies, criteria for training, management, employment practices, terms and conditions of service,

marketing and all interactions and relationships with prospective and registered learners and job and training applicants.

15. Recruitment procedures shall avoid discriminatory language or decisions. Candidates shall be shortlisted based on merit, and interview tasks shall focus on relevant competences and skills and shall not take into account protected characteristics. Reasonable adjustments shall be made for disabled applicants, including provision of wheelchair access, communication aids and interpreters.
16. Reasonable adjustments shall be made to remove any disadvantage faced by disabled employees, including the modification of workstations and equipment, the provision of flexible working arrangements, and the provision of assistive technology and specialist support.
17. Remuneration, benefits, training and promotion decisions shall be made on the basis of merit and shall not take into account protected characteristics.
18. Maternity, paternity, adoption and shared parental leave shall be permitted. Employees shall not be penalised for taking time off for family or caring responsibilities.
19. Harassment, intimidation and bullying shall not be tolerated.
20. The college shall take positive action to support underrepresented groups in the workplace through targeted programmes.
21. Complaints and grievances relating to this policy and the Equality Act 2010 shall be treated seriously and confidentially, and reviewed by a member of the senior leadership team.