



TRINITY COLLEGE
UNIVERSITY of OXFORD

Trinity College, Oxford

Equality and Diversity Policy

Trinity College is committed to fostering an inclusive culture which promotes equality, values diversity, and maintains a working, learning, and social environment in which the rights and dignity of all its staff and students are respected.

Trinity embraces diversity amongst the members of its community and seeks to achieve equity in the experience, progression, and achievement of all students, academic members, and support staff through the implementation of transparent policies, practices, and procedures, and the provision of effective support.

The College recognises that equality should be embedded in all its activities and will seek to promote awareness of equality and foster good practice. Trinity is committed to a programme of action to support its equality policy, to monitor its effectiveness, and to publish information on progress towards its equality aims.

In exercising its policies, practices, procedures, and other functions, Trinity College will have due regard to its duties under the Equality Act 2010 and to the protected characteristics specified within it, as well as other relevant circumstances including parental or caring responsibilities, contract type, and working hours. The characteristics protected by the Equality Act 2010 are: age, disability, gender reassignment, marital or civil partnership status (in employment), pregnancy and maternity, race, religion or belief (including lack of belief), sex, and sexual orientation.

In particular, Trinity College will:

- Encourage applications for study and employment from the widest pool of potential candidates, especially where representation is disproportionately low;
- Take steps to meet the particular needs of individuals from protected groups where these are different from the needs of others;
- In respect of students, seek to attract applicants of the highest quality and potential, regardless of background. Decisions on the admission of students will be based solely on the individual merits of each candidate and the application of selection criteria appropriate to the course of study;
- In respect of staff, ensure that entry into employment and progression within employment are determined solely by criteria which relate to the duties of a particular post and the relevant salary scale; and support career development and progression, where possible in a small organisation, to ensure diverse representation and participation at all levels.

Trinity College expects all members of its community to treat each other with respect, courtesy, and consideration and does not tolerate any form of bullying or harassment. The College follows the University Policy and Procedure on Harassment (see:

<http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>), which is supported by the University Harassment Advisory Service (<http://www.admin.ox.ac.uk/eop/harassmentadvice/>).

Scope of the Equality and Diversity Policy

This policy applies to all members of the Trinity College community, including students, academic members, support staff, applicants, associate members, and visitors.

All members of the College community are expected to act in accordance with this policy and to treat colleagues with respect at all times.

All visitors to the College, including contractors, and people operating on behalf of the College, whether on College premises or elsewhere, have a responsibility to behave in accordance with the principles of this policy.

Our commitment

Trinity College will:

- seek to embed equality in all its activities
- have regard to its obligations under relevant legislation, including the Equality Act 2010 and the Public Sector Equality Duty 2011
- publicise this policy, and any relevant codes of practice and guidance
- use an evidence-based approach where possible to inform its activities to increase equality and to measure the impact of any changes
- develop equality objectives and an action plan, and report on progress towards attaining those objectives
- monitor and publish data on its academic members, support staff, students and applicants; and
- regularly review this policy and all associated codes of practice and guidance.

Responsibilities

Governing Body

The Governing Body will provide mechanisms through which the University of Oxford and Trinity College's strategic objectives for equality and diversity can be determined.

The President with the support of the Welfare and Diversity Fellow will provide leadership on equality and diversity and oversee the development of equality policy frameworks and their application in the College, working with College committees (all of which have a remit for equality issues), the Equality and Diversity Committee, and relevant colleagues as appropriate.

The Equality and Diversity Committee

The Equality and Diversity Committee reports to the Governing Body and will advise on the development of strategy for work on equality and diversity, covering staff and students and embracing all protected groups. The committee will work with the University's Equality and Diversity Unit (EDU) and external advisers to support equality of opportunity and freedom from discrimination within the College's community.

The Equality and Diversity Committee will:

- consider existing and emerging equality legislation with a view to identifying relevant issues to be translated into policies appropriate to the College environment
- provide information and guidance to the Governing Body, Academic Committee, and other College members as appropriate to enable them to discharge their responsibilities
- provide monitoring of key strategic issues to Governing Body
- provide advice on the employment of disabled staff
- liaise with the Welfare Dean in providing support to students with a disability (note, advice and support for disabled students is available from the University's Disability Advisory Service. See: www.ox.ac.uk/students/shw/das/)
- work with student equal opportunities representatives and academic members to facilitate communication to and consultation with specific groups of staff.

College Officers and Heads of Departments

College Officers and Heads of Departments are responsible for the day-to-day implementation of this policy and for supporting the delivery of Trinity College and the University's strategic objectives for equality and diversity within the College constituency for which they are responsible.

Managers

All managers are responsible for ensuring that equality is embedded in the work of their teams.

All academic staff

All academic staff should promote an inclusive research and learning environment.

All support staff and students

All support staff and students have a responsibility to observe this policy.

Complaints

Trinity College regards any breach of this policy by any member of the College community as a serious matter to be dealt with through its agreed procedures.

The procedures for dealing with concerns about breaches of the policy are set out below.

Students

Applicants

For feedback on admissions decisions, see:

Undergraduate admissions

www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/feedback

Postgraduate admissions

<http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies>

Current students

Allegations of harassment and bullying are covered by the University Policy and Procedure on Harassment. See: www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure

Complaints about equality and diversity issues related exclusively to college matters should be taken up with the relevant college officers, namely the Domestic Bursar, Senior Tutor, or Estates Bursar as appropriate.

Other complaints should be addressed to the Proctors:

<http://www.admin.ox.ac.uk/proctors/complaintsandacademicappeals/complaints>

Staff

Applicants

Applicants for employment should refer any concerns in writing to the chair of the selection panel in the first instance.

Current staff

Allegations of harassment and bullying are covered by the University Policy and Procedure on Harassment (see: www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure) and the Trinity College personal harassment policy and procedure, as described in the Employee Handbook.

Other complaints should be handled under the Trinity College grievance procedure, as described in the Employee Handbook.

Review

Governing Body will review this policy on a three-year cycle.

Further Advice

Further advice and information within the wider Collegiate University can be found on the University's website (www.ox.ac.uk).

College Objectives (April 2017)

- Improving our systems for monitoring equality data
- Continuing to improve the gender balance of Tutorial Fellows
- Developing a programme of implicit bias training for all involved in

interviewing Updated 2017