

## St Edmund's College

### Blue Book

## **Equality, Diversity and Inclusivity Policy**

### **Aim**

St Edmund's College is committed to fostering an inclusive community which promotes equality and values diversity amongst all its fellows, staff and students. We respect the rights and dignity of all those who work and study here, and we aim to ensure that the inclusive nature of our community is manifest throughout the College, as can be seen in the St Edmund's College EDI Charter. We want it to be reflected in our physical spaces, our teaching, our structures of governance, our record as an employer, and the events we support.

St Edmund's College embraces the rich diversity of its fellows, students, staff and visitors, recognising the particular contributions to the achievement of the College's mission that are made by individuals from a wide range of backgrounds and experiences. We will work to remove any barriers which might deter people of the highest potential and ability from applying to the College, whether as fellows, staff or students.

In exercising its policies, practices, procedures and other functions St Edmund's College will have due regard to its duties under The Equality Act 2010 and to the protected characteristics within it. The College will not unlawfully discriminate against anyone on the basis of protected characteristics as specified in the Equality Act 2010. No prospective or actual student or member of staff (including fellows, academic, academic-related and non-academic staff) will be treated less favourably than any other, whether before, during or after their study or employment at the College (subject to any legal constraints) in relation to the protected characteristics laid out in the Equality Act 2010.

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

### **Legal Context**

The College is subject to the Public Sector Equality Duty (PSED), which is intended to promote equality for all. The College will publish sufficient information to demonstrate its compliance with the PSED in line with the timescales set out in legislation.

In particular, it will publish information where appropriate on:

- Staff and students who share a protected characteristic
- The intended impact of the College's equality policies and practices
- The College's equality objectives
- Details of engagement undertaken to meet the three specific equality duties

The Equality Act 2010 introduced the concept of the Public Sector Equality Duty which came into force in April 2011. Its aim was to encourage public bodies to positively promote equality, not merely avoid discrimination.

Under the duty, the College must have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act;
2. Advance equality of opportunity between people who share a protected characteristic and those who do not; and
3. Foster good relations between people who share a protected characteristic and those who do not.

Having “due regard” means consciously considering the three aims above as part of its decision making processes and when it is reviewing or developing policies.<sup>1</sup>

Due regard for “advancing equality” involves removing or minimising disadvantages suffered by people due to their protected characteristics; taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

“Fostering good relations” involves tackling prejudice and promoting understanding between people from different groups.

Subject to statutory provisions, the College may undertake proportionate measures in order to reduce disadvantage, meet special needs or encourage participation of certain persons or groups of persons.

## **Policy**

The College is committed to promoting equality of opportunity to all members of its community. It will encourage applications for study and employment from the widest pool of potential candidates.

In relation to students the College is committed to ensuring 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. Decision 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. This policy applies, but is not limited to, admissions, to teaching, learning and research provision, to scholarships, grants and other awards and benefits under the College’s control, to welfare and support services, to accommodation and other facilities, to health and safety, to personal conduct, and to student complaints and disciplinary procedures.

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<sup>1</sup> All students of the College are also members of the University of Cambridge. The College does not routinely collect information from its students relating to any of the protected characteristics. Data on the student population of the University of Cambridge is available from [equality.admin.cam.ac.uk](http://equality.admin.cam.ac.uk)

In relation to staff (including fellows, academic, academic-related and non-academic staff), the College will ensure that entry into employment 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 is the primary consideration. This policy applies, but is not limited to, recruitment and selection, training and development, promotion, pay and benefits (and conditions of service), facilities, health and safety, grievance and disciplinary procedures and termination of employment.

The College will pay 'due regard' to the need to eliminate unlawful discrimination, victimisation and harassment, advance equality of opportunity and foster good relations as set out in the Public Sector Equality Duty.

### **College Commitment**

St Edmund's College will:

- Promote the aims of this policy in all aspects of College life
- Promote equality and foster good relations between people who share a relevant protected characteristic and people who do not
- Be proactive in eliminating discrimination, including harassment, victimisation and bullying, through training and the production and dissemination of its policies, codes of practice and guidance
- Have due regard to its obligations under relevant legislation, including the requirement to meet the Public Sector Equality Duties, ensure that its policies, codes of practice and guidance mirror the same, and reflect the provisions of new legislation
- Make this policy as well as all codes of practice and guidance, available to all fellows, staff and students
- Regularly review the terms of this policy and all associated codes of practice and guidance.

### **College Objectives**

St Edmund's College has the following Equality, Diversity and Inclusivity Objectives over the next five years (2020-25):

- Each year the EDI Committee will identify two areas of possible discrimination with related SMART (specific, measurable, achievable, realistic, timebound) objectives for both prospective and actual members of College
- Raise awareness of equality, diversity and inclusivity issues across the College
- Support the implementation of the University's Equality & Diversity Strategy
- Complete an EDI audit in 2025-26

### **Responsibilities**

The Governing Body is responsible for ensuring compliance with the general and specific duties and for overseeing implementation of this policy. It is the responsibility of the Governing Body and the major College Committees that report to it to provide

mechanisms through which the College's strategic objectives for equality, diversity, and inclusivity can be delivered.

The Chair of the EDI Committee and the Master are responsible for providing leadership in the promotion and implementation of the policy.

The Equality, Diversity and Inclusivity Committee is a committee of the Governing Body of St Edmund's College and reports directly to the College Council. It is responsible for the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the College's Equality, Diversity and Inclusivity Policy in relation to fellows, staff, students, visitors and others closely associated with the College. It will meet each term or as required, and report to the Governing Body as to the effectiveness of the College's equal opportunities policies and procedures.

College Officers and Heads of Department are responsible for the day-to-day implementation of the policy and delivery of the College's strategic objectives for equality, diversity, and inclusivity.

## **Scope**

This policy applies to all members of the College community, including students and staff (including fellows, academic, academic-related and non-academic staff) 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. All members of the College community are expected to act in accordance with this policy and to treat colleagues with dignity and respect at all times.

The College expects all members of the community to familiarise themselves with this policy and to behave in accordance with its principles by respecting equality of opportunity for all staff, students, applicants and visitors.

This EDI Policy has been formulated by the EDI Committee and agreed by the Council and Governing Body pursuant to Ordinance 18. It is to be read alongside the College Royal Charter, Statutes, Ordinances, Blue Book, and the St Edmund's College EDI Charter. Should there be any perceived inconsistency, the College Statutes, Ordinances and Blue Book take priority over this document.

## **Complaints**

The College is committed to protecting its members from any form of harassment or discriminatory behaviour and regards any breach of this policy by any employee(s) or student(s) as a serious matter to be dealt with through its agreed procedures which are set out below:

**Applicants:** should refer any concerns to the Tutor for Admissions in the first instance ([admissions@st-edmunds.cam.ac.uk](mailto:admissions@st-edmunds.cam.ac.uk))

**Students:** for those who consider they have experienced or perceived improper discrimination or anything adverse to equality of opportunity should state their complaint or concern as appropriate to the Dean, Senior Tutor, Vice-Master or other College Officer.

Applicants for employment: should refer any concerns in writing to the HR Manager in the first instance.

Members of staff: allegations of harassment and bullying are covered by the College Policy and Procedure on Harassment and Bullying and as set out in the Staff Handbook.

Fellows: should refer any concerns to the Vice-Master in the first instance.

### **Review**

The College reviews all of its policies on an annual basis.

### **Approval**

Approved by the Council	Date: 16 September 2020
Approved by the Governing Body	Date: 24 September 2020
Approved by the Master	Date: 24 September 2020