

# Maryvale Institute



## Equal Opportunities and Diversity Policy

1. The Institute recognises that every man and woman of every place, race and creed is 'created in God's image and called to know and love him' (CCC 31), and that the equality of every person depends on this great, intrinsic dignity which rests above all on the fact that each person is called to communion with God (c.f.GS19).
  2. We are committed to principles of fairness and mutual respect in which the concept of individual responsibility is accepted by all. It is therefore the responsibility of all staff and students to ensure they observe and adhere to this policy at all times. Any breach is viewed seriously and **will** lead to investigation and potentially disciplinary action; which may include dismissal or expulsion in instances of gross misconduct.
  3. Our policy is maintained in accordance with current legal requirements and will be updated in the event of any change in the law.
  4. The selection methods we use for recruitment and promotion are related to the requirements of the job. We do not seek irrelevant qualifications, experience or skills. Applicants are short-listed/selected solely on the basis of their assessed capability for the role.
  5. Individual applicants may be admitted on the basis of a wide range of qualifications and/or experience, provided the following principles of admission are met:
    - 5.1. That the applicant has been adjudged as possessing those attributes that would indicate a reasonable expectation that he/she would be able to fulfil the objectives of the programme concerned and achieve the standards required for the award.
    - 5.2. That the applicant has provided sufficient indication of his/her willingness to respect the ethos and standards of the Institute and abide by the Institute's regulations and programme requirements through signing to this effect at the point of application.
- See also Maryvale Admissions Policy
6. We will ensure that no applicant, employee or student receives less favourable treatment on the grounds of their protected characteristics:-
    - 6.1. Age
    - 6.2. Disability
    - 6.3. Gender Reassignment
    - 6.4. Marriage and Civil Partnership
    - 6.5. Pregnancy and Maternity
    - 6.6. Race (including colour, nationality, ethnic or national origin)
    - 6.7. Religion or Belief
    - 6.8. Sex
    - 6.9. Sexual Orientation

7. We expect every employee and student to make a positive contribution towards creating an environment of equal opportunity throughout the Institute by observing this policy at all times. In particular, they have individual responsibility to adopt the following:
  - 7.1. refrain from pursuing discriminatory actions or taking decisions which are contrary to the spirit of this policy;
  - 7.2. treat others with respect, in accordance with points 1 and 2 above, at all times
  - 7.3. do not harass, abuse or intimidate anyone on account of their protected characteristics;
  - 7.4. do not place pressure on any other person to act in a discriminatory manner;
  - 7.5. resist pressure to discriminate placed on you by other individuals and report such matters;
  - 7.6. co-operate with any investigations including the provision of evidence into acts or conduct which may amount to discrimination;
8. Discrimination is not just directly treating one person less favourably than another. It can be discrimination that takes place against someone who *associates* with a person with a protected characteristic. It can be discrimination against someone *believed to possess* a protected characteristic (even though they don't). It can also be discrimination where something *particularly disadvantages* people who share a protected characteristic more than others.
9. Our grievance procedure is available to any individual who believes that they have been discriminated against and we recommend such individuals to pursue the matter through this channel.

<b>Name of policy/procedure/document:</b>	<b>Equality and Diversity policy</b>
<b>Document owner:</b>	<b>Academic Registrar</b>
<b>Date Originally Created:</b>	<b>20014</b>
<b>Last reviewed:</b>	<b>May 2020</b>
<b>Reviewed by:</b>	<b>Rita Bannister, Academic Registrar</b>
<b>Audited by:</b>	<b>Maryvale Council</b>
<b>Date of Audit:</b>	
<b>Date of next review:</b> (annually unless otherwise agreed)	<b><i>Feb 2023</i></b>
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	

<b>Version Control</b>			
<b>Version</b>	<b>Author [name]</b>	<b>Date</b>	<b>Brief summary of changes</b>
<b>V2</b>	<b>Rita Bannister</b>	<b>May 2020</b>	Employee policy adapted to cover staff and students