

Equal Opportunities Policy

Policy Overview

The Arts & Business College of London operates under a strict Equal Opportunities Policy. Below is a copy of this policy for the organisation.

Statement of Equality Opportunity

The Arts & Business College of London is fully committed to the principle of equal opportunities in recruitment and employment and opposes all forms of unlawful or unfair discrimination including those on the grounds of:

- Age
- Disability
- Ethnic or national origin
- HIV status
- Marital status
- Nationality (including citizenship)
- Race
- Religion
- Sex
- Sexual orientation

Aim

The Arts & Business College of London aims to treat all employees and students with dignity and respect and provide a working/learning environment free from all discrimination. It will conduct its affairs at all times in a manner that is consistent with this aim.

The Arts & Business College of London believes that it is in the organisations best interests, and of those that work/study in it, to ensure that the human resources, talents and skills available throughout the country are considered when employment opportunities arise.

Commitment

To this end, within the framework of the law, The Arts & Business College of London is committed to achieving and maintaining, whenever practicable, a workforce which broadly reflects the entire country.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay and career management are based solely on objective and job related criteria.

Compliance

The Arts & Business College of London will comply both with the spirit as well as the letter of legislation. The existence of law cannot of itself ensure that any policy of non-discrimination will work effectively - it is up to the Management, employees and students themselves to promote equality of opportunity for everyone.

Criteria for dismissal

Criteria for dismissal, including redundancy and expulsion will be solely those consistent with the provisions of The Arts & Business College of London Disciplinary (Misconduct) Policy.

Responsibilities

Individual employees

Individual employees, therefore, at all levels are responsible for ensuring that their own conduct, in the exercise of The Arts & Business College of London's affairs, is consistent with this equal opportunities policy. In particular they must not:

- Discriminate against colleagues, other employees, job applicants or students or harass them;
- Induce, or attempt to induce, other employees/students to practice unlawful discrimination;
- Victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination.

Management and supervisors

Management and supervisors at all levels are expected to set an example in non-discriminatory behaviour and to ensure, as far as reasonably practicable, that employees/students act in accordance with this policy.

Monitoring of the Policy

The Arts & Business College of London supports the principle and use of monitoring to ensure the effective operation of the policy. This will be undertaken by the Equal Opportunities Development Officer who will report their findings annually to the Management. All monitoring will respect the confidentiality of the individuals concerned.

Breaches of the Policy

The Arts & Business College of London will treat seriously any breaches of this policy and all instances of actual, or alleged inappropriate behaviour, will be fully investigated and may be subject to The Arts & Business College of London's disciplinary procedures.

Grievances

Grievances concerning discrimination will be investigated in accordance with The Arts & Business College of London's normal Grievance Procedure.

Training

The Arts & Business College of London will identify any scope for the provision of training and encouragement to assist in overcoming barriers to progression and appointment.

In order to achieve effective implementation of the policy, The Arts & Business College of London will ensure that this Policy Statement is brought to the attention of all employees/students.

Legislative references

- The Sex Discrimination Acts 1975 and 1986
- The Race Relations Acts 1976
- The Disabled Persons (Employment) Acts 1944 and 1958
- Equal Pay Act 1970 and Equal Pay (Amendment) Regulations 1983