

Lincoln College – Equal Opportunities Policy

A. Introduction

1. Overall Mission

Lincoln College aims to achieve and sustain excellence in every area of its teaching and research, maintaining and developing its worldwide standing and enriching the national and international communities through the fruits of its research and the skills of its graduates. The College's Mission statement expresses its commitment to :

- Provide an exceptional residential education for high-ability undergraduates selected solely on academic grounds from a diversity of backgrounds;
- Maintain the most rigorous standards of undergraduate education provided by the College's Fellows, including tutorial-based teaching in the context of the Fellows' leading research in their respective fields;
- Promote and support to the highest levels of excellence post-graduate teaching and research;
- Through its Fellows engage in advanced and innovative research of international quality;
- Provide exceptional facilities and services and manage them effectively and responsibly for the benefit of all members of College;
- Assist the collegiate university in the furtherance of its educational mission;
- Reach out to all those who form part of the College's wider community of members and friends, and to the public that helps support its activities both regionally and nationally;
- Enhance and pass on to posterity its inherited assets and values;
- Maintain and increase College resources, and to maximise their effective use in the pursuit of academic excellence through both teaching and research;
- Seek greater financial independence to enable it to develop its academic strategy, while remaining within the scope of the mission of the collegiate University as a whole.

In furtherance of these aims Lincoln College is committed to the removal of any barriers which might deter people of the highest ability from applying to the College and working at the College, as Fellows, staff or students. The College welcomes diversity amongst its members and visitors, recognising the particular contributions to the achievement of the College's mission that can be made by individuals from a wide range of backgrounds and experiences. The College aims to provide an inclusive environment which values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential.

2. The College's Commitment

No prospective or actual student or member of staff will be treated less favourably than any other, whether before, during or after their study or employment at Lincoln College on one or more of the following grounds, except when such treatment is within the law and determined by lawful requirements: age; colour; disability; ethnic origin; marital status; nationality; national origin; parental status; race; religion or belief; gender; sexual orientation; or length or type of contract (e.g. part-time or fixed-term).

The College has approved a separate Race Equality Policy and Action Plan to meet the specific obligations of the Race Relations (Amendment) Act(2000). The College has approved a Disability Equality Scheme to meet the specific obligations of the Disability Discrimination Act (2005). The College has in place a Gender Equality Schemeto meet the relevant obligations under the Equality Act (2006).

With regard to Fellows and staff, this policy applies to (but is not limited to) advertising of jobs and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures and to termination of employment.

With regard to students, this policy applies to (but is not limited to) admissions, to teaching, learning and research provision, to scholarships, grants and other awards under the College's control, to student support, to accommodation and other facilities, to health and safety, to personal conduct and to student complaints and disciplinary procedures.

The College will also avoid, in the fields of employment, education and provision of goods, facilities, services and premises the use of ostensibly neutral criteria which have disproportionate adverse impact on those of a particular age; colour; disability; ethnic origin; marital status; nationality; national origin; parental status; race; religion or belief; gender; sexual orientation; or length or type of contract (e.g. part-time or fixed-term).

In order to realise its commitment, the College will:

- promote the aims of this policy;
- be proactive in eliminating discrimination, including harassment and bullying, through training and the production and dissemination of codes of practice and guidance;
- have regard to its obligations under relevant legislation, including the requirement to carry out impact assessments in certain areas, and for its policies, codes of practice and guidance to mirror the same and be changed to meet the demands of new legislation;
- whilst acknowledging that they are not legally binding, have regard to any Codes of Practice issued or adopted by the Commission for Equality and Human Rights;
- make this policy, as well as all codes of practice and guidance available to all staff and students;
- regularly review the terms of this policy and all associated codes of practice and guidance.

3. Responsibilities

3.1 Governing Body and its major committees

It is the responsibility of the College's Governing Body and its major committees to provide mechanisms through which the College's objectives for diversity and equal opportunities can be accomplished.

3.2 Equality Committee

The College's Equality Committee is the main body in College dedicated to delivery of the College's diversity and equal opportunities objectives. The Equality Committee is convened by the Bursar and meets once per Term, regularly in seventh week and reporting to the third Governing Body meeting of Term. The Committee's Terms of Reference read as follows:

The Equality Committee is a committee of Lincoln College. It is responsible for the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the College's Equal Opportunities Policy in relation to employees (Fellows and staff) students, visitors and others closely associated with the College.

The Committee is convened by the Bursar and chaired by him/her. The members of the Committee will be: Senior Tutor, the Dean, the Chaplain, the Presidents of the JCR and MCR (or their representatives), Trade Union representative and other staff and students reflecting the diversity of backgrounds and experiences of College members. Members may be co-opted from time to time from amongst the College's Fellows, staff or students to represent particular interests.

3.3 Departments

Heads of the College's operating departments are responsible for the day to day implementation and delivery of the College's objectives for diversity and equal opportunities in their department.

3.4 The Domestic Bursar

The Domestic Bursar has primary responsibility for facilitating the accessibility of the College's buildings for disabled users.

3.5 All staff and students

This policy applies to all members of the College, both students and 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.

These members of the College have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times and not to discriminate against or harass other students or members of staff, whether junior or senior to them.

The College expects all its staff and students to take personal responsibility for familiarising themselves with this policy and to conduct themselves in an appropriate manner at all times to respect equality of opportunity for all staff, students, applicants and visitors. The College 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 and which may result in disciplinary action and possibly dismissal.

4. Complaints

Lincoln College takes seriously any breach of this policy. Disregard of this policy may result in disciplinary action up to and including dismissal. The College encourages any prospective or current student or member of staff who has a complaint concerning a breach of this policy to bring such a complaint to the College. Any member of the College may use the grievance procedures given in the Student Handbook, the Staff Handbook and the Notes for New Fellows to complain about discriminatory conduct. The College is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

5. Corrective Procedures

5.1 Discipline

Any employee or student who harasses any other employee or student on any of the grounds covered in this Policy will be subject to the relevant College disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

5.2 Monitoring

Monitoring of the Equal Opportunities Policy is the responsibility of the Equality Committee.

5.3 Positive Action

Should inequalities become apparent, as a result of the College's monitoring procedures, positive action will be taken to redress the imbalance, including such measures as:

- advertising jobs in ethnic or female interest publications, as appropriate
- introducing assertiveness training
- introducing English language training
- encouraging under-represented groups to apply for suitable training posts
- making contact with disabled people via the local Job Centre.

6. List of Specific Policies

The following specific policies relate to :

Race

Gender

Disability

Age

Religion and Belief

Sexual Orientation