



**Equality,
Diversity and
Inclusion (EDI)
Policy
2024-2026**

Equality, Diversity and Inclusion (EDI) Policy 2024-2026

This policy sets out a framework for dealing with Equality, Diversity and Inclusion. The policy is applicable to everyone connected within the West Herts College Group. For the avoidance of doubt the policy is non-contractual.

CLG Assigned Owner	Director of HR
Document Author	HR Manager
Approved by	Corporation
Date of Approval	09 October 2024
Frequency of review	2 years
Date of next review	October 2026

The College Leadership Team is delegated to approve minor changes to the policy in response to legal changes and best practice.

Scope & Purpose

West Herts College Group is committed to equality, diversity and inclusion (EDI) which promotes and ensures just and fair treatment for all. The aim is to create and maintain a positive and inclusive environment which enables everyone to realise their full potential, regardless of age, gender, gender reassignment, disability, race, colour, nationality, ethnic or national origin, sexual orientation, religion or belief, employment status, health, marital status, pregnancy or maternity, trade union membership or non-membership, domestic circumstances, social & employment status.

This policy should be read in conjunction with other relevant policies and procedures including the recruitment and selection policy, grievance, bullying and harassment policy, employee and student disciplinary policies, codes of conduct and the College complaints procedure.

This purpose of this policy is to:

- Provide equality, fairness and respect for all employees, students, governors, contractors, business partners, volunteers and visitors.

- **Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:**
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation

- **Oppose and avoid all forms of unlawful discrimination. This includes:**
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Employment Practices

The College will treat all employees fairly and consistently with respect and dignity and will remain committed to:

- Employing a workforce and appointing a Corporation which reflects the community and students it serves
- The selection, professional development, and treatment of employees on the basis of equality of opportunity
- The use of positive action, where appropriate
- The monitoring of selection criteria to ensure that they are not discriminatory
- Treating any form of discrimination or victimisation carried out by an individual as a matter for investigation and possible disciplinary action
- The expectation that all employees and governors appointed to the College are committed to the principles and implementation of equality of opportunity, including the challenging of discriminatory behaviour

Provision of Teaching and Learning

The College will aim to make courses accessible to as wide a range of students as possible and is committed to:

- Offering an admissions system which offers guidance that considers the needs of students
- Providing an inclusive learning environment which challenges all forms of prejudice, discrimination and stereotypical attitudes and behaviours within the learning environment
- Where possible, providing a flexible programme of study within existing courses to meet specific and individual needs
- Providing learning materials in a variety of formats to meet the needs of students and ensuring effective and appropriate learning support is in place
- Embedding EDI into all schemes of learning and preparing students to work in a diverse society
- Monitoring student enrolment, attendance and achievement by age, gender, ethnicity, learning ability 'looked after child' status and bursary/hardship award.

Division of Responsibilities

- Everyone in the College is responsible for following the EDI Policy.
- It is the responsibility of the Corporation to ensure the College strategic plan includes a commitment to EDI, to reviewing the EDI Policy, approving the annual EDI report and receiving and responding to EDI monitoring information.
- It is the responsibility of the College Leadership Group to ensure the College works to widen participation in education, meet the learning needs of students, take the lead in creating a positive inclusive environment and ensure that managers are aware of the College's statutory duties in relation to equality and diversity legislation.
- It is the responsibility of the College Management Team (in liaison with the HR Director) to ensure that their staff understand equal opportunities issues and how to report any perceived discrimination, that complaints of discrimination or harassment are dealt with promptly and that equality and diversity has been considered in the development of schemes of work and lesson plans.
- It is the responsibility of all employees to ensure that the College's EDI goals are achieved, to promote equality and fairness and to challenge and report prejudiced and discriminatory behaviour.
- It is the responsibility of all students to make sure that they demonstrate appropriate behaviour aligned with this policy and to show tolerance and respect for everyone's differences within the College.
- Services Providers working on College premises and work placement providers are expected to operate within the law.

EDI Training

EDI training will be provided to College employees and governors. Training will be tailored appropriately to roles such as EDI in the curriculum for teaching staff, customer service for administration staff and strategy development for governors.

Communication

To ensure that current and prospective employees, students and other service users are aware of the College's EDI policy, the policy will be referred to as part of the employee and student induction processes and be accessible to employees and students through SharePoint.

The College's EDI policy sets out what employees and students can expect from the College and will be provided to students and employees at induction.

Discrimination

The Equality Act 2010 recognises four types of discrimination (direct, indirect, harassment, victimisation) that apply to all nine protected characteristics. The Act also recognises two additional types of discrimination (discrimination arising from a disability and failure to make a reasonable adjustment) which apply specifically to disability discrimination.

Complaints

The College will seek to provide a supportive environment for those who make claims of discrimination. Employees and students who feel they are being discriminated against should raise the matter under the Grievance Procedure. Acts of discrimination will be treated as a serious disciplinary offence.

If, during their work, College employees, students or governors suffer discrimination from members of the public, the College will take appropriate action and provide appropriate support.

Policy Monitoring

The Corporation is responsible for approving this policy and monitoring its implementation. The Corporation will receive an annual report on its equality and diversity targets including progress against them and monitoring information.

Authorised by	Publication Date
Approved by the Corporation	09 October 2024

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