

ST PETER'S COLLEGE, OXFORD

Equality Policy

Equal Opportunities Policy statement

St Peter's College welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of its educational purposes that can be made by individuals from a wide range of backgrounds and experiences.

In relation to staff, the policy and practice of the College require that all the staff are afforded equal opportunities within employment and that entry into employment with the college 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 would be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, gender reassignment, sexual orientation, racial group, ethnicity or nationality, age, religious opinion or affiliation, political opinion or affiliation, or disability. This statement applies to the selection and recruitment of staff, to their appraisal, training, promotion and development, the terms and conditions of their employment and to the arrangements for the handling of grievances, disciplinary matters and staff exit.

In relation to students, the College aims to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background and circumstances. In pursuit of this aim, the college is committed to using its best endeavours to ensure 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. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare, disciplinary, administrative and support services, student progress, including retention and drop-out, and to the development and training of academic staff.

This policy statement is supported by college policies and procedures for staff and students, and underpinned by the University of Oxford's own equal opportunities policy and procedures.

Race Equality Policy

1. This policy implements requirements placed on St Peter's College under the provisions of the Race Relations (Amendment) Act 2000, and the general duty under section 71(1) to promote race equality:
 - to eliminate unlawful racial discrimination
 - to promote equality of opportunity; and
 - to promote good relations between people of different racial groups
2. The College is committed to promoting equality of opportunity and good race relations and avoiding racial discrimination. It will work towards ensuring that the guidance and the code of practice issued by the Commission for Racial Equality are followed.

3. To support these aims the college will ensure that in the conduct of all its activities procedures are introduced and implemented which avoid the occurrence of racial discrimination, whether direct or indirect. Any discriminatory behaviour, including harassment or bullying by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action, which might include expulsion or dismissal.
4. The College has in place arrangements to monitor, by reference to different racial groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process for staff are collated by the Bursar and for students by the Tutor for Admissions and reported to a committee established by the Governing Body for this purpose.
5. It is the responsibility of this Committee, to be known as the Equality Committee, to review the effectiveness of the college's Race Equality Policy and to identify in the light of the monitoring process any steps that should be taken to improve the college's practice and procedures in relation to race equality. The Equality Committee is required to report to the Governing Body at least once a year as to the effectiveness of the college's equal opportunities policies. In the event that improvements are identified, it is the responsibility of the Equality Committee to formulate proposals for approval by the Governing Body.
6. In addition to the monitoring and assessment arrangements already in place, the Master, the Senior Tutor and the Bursar, acting on behalf of the Equality Committee, will put in place procedures to ensure that such additional monitoring is undertaken as is necessary to ensure that the college is able to identify possible improvements in its practices, whether in relation to teaching, learning and assessment; management and governance; admissions, access and participation; student support and guidance; behaviour and discipline; partnership and community links; staff recruitment, training and career development; and service delivery.
7. It will be the responsibility of the Equality Committee to identify such monitoring arrangements as are required, and in consultation with other college committees and with the approval of Governing Body, to ensure that the requirements are brought to the attention of the relevant academic or non-academic staff, together with appropriate guidance.

Roles & Responsibilities

8. The Master and the Governing Body have ultimate responsibility for the effective implementation and development of the Race Equality Policy.
9. The responsibilities of individual office holders and committees are as follows:
 - 9.1 *The Equality Committee* is a committee of the Governing Body of St Peter's College. It is responsible for the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the college's Race Equality Policy in relation to staff, students, visitors and others closely associated with the college.

- 9.2 *All college committees* are responsible for ensuring that this policy is complied with in all their duties and functions in relation both to students and staff.
- 9.3 The following have delegated responsibility for co-ordinating the day to day operation of the policy and the development, maintenance and monitoring of supporting procedures within their areas of operation:
- *The Master and Fellows* as members of the Governing Body and college officers; in teaching and research and in the discharge of any executive responsibilities.
 - *The Senior Tutor* in relation to oversight of undergraduate teaching.
 - *The Tutor for Graduates* in relation to graduate supervision and welfare.
 - *The Bursar* in relation to oversight of non-academic staff.
 - *The Senior Dean and the Dean* in relation to student discipline.
 - *The Senior Welfare Advisers* in relation to student welfare.
- 9.4 *The MCR Officers and JCR Officers* are responsible for publicising and promoting the policy in relation to their respective bodies.
- 9.5 *Those in charge of administrative and domestic services* are responsible for the implementation of this policy in relation to their operational areas.
- 9.6 *Every member of staff* will have individual responsibility for complying with this policy.
- 9.7 *All students* will have individual responsibility for complying with this policy.
10. The College's procurement policies will address, where appropriate, the obligation to promote race equality and good relations between different racial groups.
11. The College will publish the Race Equality Policy and make available the results of monitoring and assessments. A report will be presented to the Governing Body annually in Michaelmas Term and published.
12. At all stages in the implementation and review of this policy, consultation will be a key feature. This will include staff and students from different racial groups, junior members, consultative committees and other such interested and relevant groups within the college and the University.
13. The College will incorporate into the development and implementation of outreach activities an awareness of the need to promote race equality and good race relations.
14. Appropriate guidance, support and training will be provided to members of staff at all levels to ensure that the college's commitment to race equality is fulfilled. The purpose of training is to inform individuals and to ensure that the principles governing the Race Equality Policy are adopted in decision-making processes throughout the college.
15. The Race Equality Policy will be reviewed annually to assess its effectiveness. The Equality Committee will undertake the review during Michaelmas Term every year, through regular monitoring of the action plans and the reports from different areas of

college activity. They will provide progress reports to Governing Body and recommend any necessary changes and action plans for the following year.

[Adopted by St Peter's College Governing Body, 5th June, 2002; amended 9th December, 2002]