



## **LUTHER KING HOUSE EDUCATIONAL TRUST POLICY AND PROCEDURES: EQUAL OPPORTUNITIES**

**NOTE:** There is a separate policy statement specifically for employees contained in the 'Employee Handbook'.

### **SCOPE OF POLICY**

1. In this policy, 'Equal Opportunities' refers to the following instances of potential discrimination:
  - gender, gender reassignment, transgender, sexual orientation
  - marital status, civil partnership
  - ethnicity, national origin
  - age
  - different ability
  - pregnancy, maternity, paternity, adoptive parenting, shared parenting
  - children, domestic obligations
  - religion and belief (except where this is a genuine occupational requirement)

### **GENERAL POLICY STATEMENT**

1. We are a Christian charity. All our staff and students are expected to be in sympathy with our Christian ethos, and we reserve the right to restrict certain teaching positions, certain governance positions and certain courses to members of a Christian Church. In all other ways, we seek to be an equal opportunity organisation, committed to a policy of treating all staff, students and applicants equally.
2. The composition of our Board depends on those bodies that appoint to it, but we will encourage the appointment of those that represent the diversity within our constituencies, and in appointing to committees will not discriminate on grounds of any instance as set out in **the** scope of this policy.
3. It is the policy of LKH to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to any instance as set out in the scope of this policy. We will discriminate on grounds of religion only when absolutely necessary and in accordance with what the law permits.
4. We will appoint, train, develop and promote on the basis of merit and ability alone.

5. We accept all students placed on our courses by our constituent colleges. We also admit some directly, and for these it is our policy to admit solely on the basis of aptitude and qualifications, without regard to any issue set out in the scope of this policy. Except where courses and modules require work-related placements for which Christian commitment is essential, we will not discriminate on grounds of religion or belief.
6. All students, from whatever route they have joined us, will be assessed and receive academic awards solely on the basis of the quality of their assignments and their performance on the course, without regard to any issue as set out under the scope of this policy.
7. Employees, students or members of the Board or its committees must not harass, discriminate against or intimidate other employees or students on any of the grounds set out under the scope of this policy. Such behaviour may be treated as gross misconduct in accordance with our disciplinary procedure, and could result, for an employee, in dismissal and for a student in exclusion from their course.
8. Employees and students should draw the attention of their immediate superior or tutor to suspected discriminatory acts or practices.
9. Employees, students or members of the Board or its committees must not victimise or harass any employee or student who has made allegations or complaints of discrimination on any of the grounds set out under the scope of this policy. Such behaviour may be treated as gross misconduct in accordance with the disciplinary procedure and could result, for an employee, in dismissal and for a student in exclusion from their course.
10. In managing the buildings, we will take all reasonable steps to ensure that the facilities and resources are equally accessible to all who are entitled to use them.

## **EMPLOYMENT**

1. All job applications will be processed in the same way.
2. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria, and of the need for their consistent application.
3. Wherever possible, all applicants will be interviewed by at least two people.
4. All questions that are put to the applicants will relate solely to the requirements of the job.
5. If it is necessary to assess whether personal circumstances will affect the performance of the job, this will be discussed objectively, without detailed questions based on assumptions concerning any of the aspects of the scope of this policy.
6. We reserve the right in special circumstances to appoint to vacancies within the Trust without advertising the post. This will occur only when the person appointed is:
  - a) Already a member of staff and the appointment makes substantive an acting role, or

- b) Where the appointment is promotion within a path of career development established as part of the Trust's staff development policy, or
  - c) Where the person appointed is employed by one of the Luther King House constituent colleges and is transferring to an equivalent role for which the Trust is the employer.
7. The Board will carefully monitor appointments made under these exceptions to ensure that each can be individually justified and that they do not compromise the Trust's commitment to equal opportunities.
  8. All terms of employment, benefits etc. will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on any of the grounds set out in the scope of this policy.

### **JOB PROMOTION, TRANSFER AND TRAINING**

1. We will take such measures as may be necessary to ensure the proper training, supervision and instruction for all Department Heads in order to familiarise them with our policy on equal opportunities, and in order to help them identify discriminatory acts or practises and to ensure that they promote equal opportunity within the departments for which they are responsible.
2. All persons responsible for selecting new employees, employees for training, or for transfer to other jobs, will be instructed not to discriminate on any of the grounds set out in the scope of this policy. We will discriminate on grounds of religion only when absolutely necessary and in accordance with what the law permits.
3. Where there is evidence of a lack of diversity within a particular group of workers, the systems of promotion, transfer and training will be reviewed to ensure that there is no unlawful indirect discrimination.
4. Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider favourable candidates of all ethnicities, different genders, and all classes of disability, with different career patterns and general experience.

### **ACADEMIC**

1. So far as is practicable, all course applications will be processed in the same way. Where exceptional arrangements need to be made, they will match as closely as possible the standard procedures.
2. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria, and of the need for their consistent application. The process will have no regard for any of the considerations set out in the scope of the policy. We will discriminate on grounds of religion only when absolutely necessary and in accordance with what the law permits.
3. Wherever possible, all applicants will be interviewed by at least two people. Exceptional arrangements may need to be made for candidates from overseas.

4. All questions that are put to the applicants will relate solely to the requirements of the course.
5. If it is necessary to assess whether personal circumstances will affect the performance on the course, this will be discussed objectively, without detailed questions based on assumptions about any consideration as set out in the scope of the policy.
6. The following will be carried out with proper regard for our equal opportunities policy and the need to ensure there is no explicit or implicit discrimination:
  - a) The design, approval and review of all academic programmes.
  - b) The assessment procedures including the criteria for marking, moderating and grading all assignments.
  - c) The processes for making final awards.
7. All teaching staff are expected to carry out their teaching and tutoring duties according to the principles of equal opportunity, neither favouring nor penalising any student or treating any student differently, on the basis of any of the considerations set out under the scope of the policy.
8. We will endeavour to promote an attitude of sensitivity regarding the use of both language and images, whether in teaching or in worship, so they represent positive feelings devoid of stereotyping.

## **MONITORING AND REVIEW PROCEDURES**

1. Data will be monitored to identify any possible explicit or implicit discrimination based on the scope of the policy. Monitoring will include:
  - a) Advertisements for jobs and courses.
  - b) Application forms.
  - c) Short listing for employment.
  - d) Interviews including any assessment tools and activities.
  - e) Employment terms.
  - f) Employment patterns (in departments, at different levels) and applicants for promotion.
  - g) Course registrations.
  - h) Course completion.
2. The President, working with the members of the Management Committee, will be responsible for ensuring that this policy and good practice is upheld throughout the activities of the Trust.

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