



Royal College of Art

Postgraduate Art & Design

EQUALITY AND DIVERSITY POLICY

1. Code of practice for equal opportunity at Royal College of Art within employment

The Royal College of Art is committed to creating an environment of mutual respect, where differences are valued and respected and where innovation, creativity and diversity can flourish. Positive working relationships - whether between staff and staff, staff and students or students and students - are central to this. Mutual respect is facilitated by the promotion of values of dignity, courtesy and respect, alongside a culture of zero tolerance of bullying and harassment.

The aim of this policy is to ensure that everyone is treated fairly, irrespective of age, disability, gender, marital status, pregnancy, maternity, gender identity, race, colour, nationality, ethnicity or national origin, sexual orientation, religion or belief, social background or culture, trade union membership or part-time status.

The College values diversity and recognises that people with different backgrounds, cultures, skills and experiences bring new ideas, ensuring the College can develop, innovate and harness the individual ability.

This policy is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment.

This policy should be read in conjunction with the following policies;

- Anti-Bullying, Harassment and Victimisation policy – The Right to Respect
- Disability policy
- Religion and Belief policy

2. Accountabilities

All staff	<ul style="list-style-type: none"> • are expected to take appropriate measures to ensure that they do not unlawfully discriminate, bully or harass others • should notify their line manager or Human Resources of inappropriate behaviour witnessed taking place or reasonably suspected to be taking place
Deans of Schools Directors Heads of Programme/Departments Administrative/Line Managers	<ul style="list-style-type: none"> • have a responsibility to ensure the equality and diversity policy is observed and implemented within their area of work



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All other staff	<ul style="list-style-type: none"> • should alert Human Resources of any suspected breaches
Director of Human Resources/ Pro-Rector (Operations)	<ul style="list-style-type: none"> • audit and review on a regular basis all policy and procedures • ensure compliance with changes to legislation • compare and promote best practice against similar organisations
Rector	<ul style="list-style-type: none"> • oversee the implementation of the Equality and Diversity policy.

3. Implementation

The College is committed to a programme of action to ensure that the Equality and Diversity Policy is effective by:

- Advising senior management, other appropriate members of staff and committees of the College in matters of equal opportunities in employment;
- Providing training and/or guidance in the equality and diversity policy and those provisions, relevant to their responsibilities and employment legislation;
- Stating on relevant material that it is an equal opportunities employer;
- Ensuring that all material is consistent with the College's equality and diversity policy;
- Issuing each member of staff with a copy of this statement;
- Including reference to the equality and diversity policy in terms and conditions of employment and asking new employees to confirm that they have read the policy as part of their terms and conditions of employment;
- Posting the policy on the web.
- Monitoring implementation and taking appropriate action when necessary.

4. Equality Legislation and Definitions

The Equality Act 2010 incorporates previous legislation including the Sex Discrimination Act, the Race Relations and Disability Discrimination Act to provide a consistent approach to comply with the law.

Types of unlawful discrimination

Direct discrimination	<p>This occurs when someone is treated less favourably because of a protected characteristic under the Equality Act 2010, compared to another person.</p> <p>For example, a decision made to not employ a person because of their gender or sexual orientation.</p>
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Indirect discrimination	<p>This occurs when a practice, policy or procedure appears to treat everyone equally but in fact it has the effect of disadvantaging certain groups (and cannot be justified in relation to the job.)</p> <p>For example, a particular practice might disadvantage people of one gender, or from one ethnic background.</p>
Harassment	Where unwanted conduct violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
Associative discrimination	This is direct discrimination against an individual because they associate with another person who possesses one of the ‘protected characteristics’ of discrimination.
Perceptive discrimination	Discrimination against an individual on the perception that the other person has a particular protected characteristic.
Victimisation	Treated less favourably and subject to detriment because of a complaint or intending to pursue a complaint or grievance made under the Equality Act 2010.

5. Managing diversity

The College aims to promote good employment policies, practices and procedures, to create a working culture that values, welcomes and harnesses those differences and enables people to develop and progress to their full potential. The following types of discrimination are protected under the Equality Act 2010 and within the College’s Equality and Diversity policy.

5.1 Recruitment and selection

The RCA is an equal opportunities employer and encourages applications from all suitably qualified and eligible candidates regardless of the person possessing a protected characteristic.

The College aims to attract, recruit and retain the right people with the right skills. It is committed to ensuring that all stages of recruitment and selection are free from unlawful discrimination. The College will also make all reasonable adjustments required to the recruitment process to ensure that no candidate is disadvantaged because of their disability.



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All recruitment material including advertisements and further particulars will state that the Royal College of Art is 'committed to equal opportunities for all.' Newly appointed employees of the College will receive the Equality and Diversity policy. All recruitment panel members are required to attend equality & diversity training before they can chair a recruitment panel.

5.2 Promotion and career development

All promotion and career development decisions are made on the basis of suitability of the position and should not be affected by the employee's age, disability, gender identity, marital status, pregnancy, maternity, race, colour, nationality, ethnicity or national origin, sexual orientation, religion or belief, social background or culture, trade union membership or part-time status.

All decisions should be made fairly and consistently, and equality and diversity awareness training is provided for all staff members within the College.

Guidelines on acceptable promotion procedures will be issued to all those involved in making decisions about the promotion of staff.

5.3 Training

Decisions relating to the training and development of staff will be made fairly and consistently, and will be based on development need.

The training provided will be to enhance the job performance, develop skills and also prepare individuals for other responsibilities.

The College will also provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

The Equality Act 2010 covers a wide scope of discrimination law summarised below.

5.4 Age discrimination

The Equality Act 2010 protects people of all ages and the College will not discriminate against any member of staff or candidate because of age. The College does not use age criteria in recruitment, selection or training. Decisions about individuals will be based on performance and ability.

No age discriminatory language will be used when advertising vacancies.

5.5 Disability discrimination

Disability can be defined as 'a physical or mental impairment which is substantial and long term adverse effect on a person's ability to carry out normal day to day activities'.

The College complies with all relevant disability related legislation and will take all reasonable adjustments in order to accommodate a person's disability at work.



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Under the Equality Act 2010, it is unlawful to ask applicants about their health or disability before offering them work. However, the College may ask the applicant prior to their interview about any reasonable adjustments which the College will need to make.

5.6 Equal Pay

The College believes that male and female workers should receive equal pay for like work, work rated as equivalent, or work of equal value.

5.7 Gender reassignment

Gender reassignment is a process by which a person's gender presentation (the way they appear to others) is changed. Anyone who proposes to, starts or has completed a process to change his or her gender is protected from discrimination under the Equality Act. An individual does not need to be undergoing medical supervision to be protected.

It is discrimination to treat transsexual people less favourably for being absent from work because they propose to undergo, are undergoing, or have undergone gender reassignment than they would be treated if they were absent because they were ill or injured.

5.8 Marriage and civil partnership

The Equality Act 2010 protects people who are married or in a civil partnership from being discriminated against and does not apply to single people.

5.9 Pregnancy and maternity

A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and statutory maternity leave which she is entitled to.

Please refer to the College's family related policies which support all aspects of the equality and diversity policy.

6. Race discrimination

It is illegal to treat a person less favourably because of their colour, nationality and ethnic or national origins. The College ensures that all their processes and procedures eliminates unlawful racial discrimination, promotes equality of opportunity and promote good relations between people of different racial groups.

The four areas which are covered by discrimination;

- direct discrimination
- indirect discrimination
- harassment
- victimisation

Please refer to unlawful discrimination table above for full meaning.



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6.1 Religion or belief

The Act protects people from discrimination on the grounds of religion and/or beliefs or lack of religion or beliefs.

The College ensures that everyone is treated fairly by embracing the cultural, religious and non-religious beliefs and applies this principle within all the employment policies and procedures, inclusive of the recruitment and selection process.

6.2 Sex discrimination

Sex discrimination covers all aspects of employment – from recruitment to termination of a contract, training and pay, and the College will not tolerate any direct or indirect discrimination in relation to this.

This also covers certain requirements and conditions which although applies to all has a disproportionate effect on one sex which cannot be shown to be justified (for instance to be job-related).

6.3 Sexual orientation

Under the grounds of sexual orientation in Equality Act 2010, all bisexual, gay, heterosexual and lesbian people are protected and it is unlawful for someone to be treated less favourably at the College because of their sexual orientation.

Sexual orientation is defined as people who are attracted to;

- people who are the same sex as them
- people who are the opposite sex to them or
- people of both sexes

6.7 Additional condition of employment covered by the College

Employees requiring special leave to meet family, cultural or religious obligations will be given sympathetic considerations within the normal terms of employment.

The College recognises the special needs of those with responsibility for child care or have the responsibility of caring for a member of the family. Please refer to the family friendly policies which will be considered for all employees whose personal circumstances have changed and wish to apply for flexible working arrangements.

All reasonable efforts will be made to enable an individual to continue working following illness or the onset of disability.

7. Committees

An Equality and Diversity Committee chaired by the Pro Rector (Operations) is a joint committee made up of staff, trade unions and student union members which meets each term to ensure that the College meets its legal obligations and to promote equality and diversity within the College.



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8. Monitoring

In order to keep under review the implementation and effectiveness of the equality and diversity policy, a statistical record will be maintained. This will include existing staff and applicants for posts and cover ethnic origin, gender, sexuality, religion & beliefs, disability, marital status and caring/dependent responsibilities.

9. Equability Impact Assessment

There is no longer a legal requirement to undertake equality impact assessment on all new programmes and projects. The College will as good practice, consider carrying out an equality impact assessments on new programmes and projects if appropriate, to ensure that no groups and protected characteristics are adversely affected.

10. Process: dispute or concerns relating to rights at work

Staff who believe they have been subjected to unfair discrimination should raise their concerns with their manager or Head of Department in the first instance. Staff can also seek advice from human resources.

The disciplinary process will be invoked in the case of a breach of the equality and diversity policy by a College employee. Any member of the public, visitor or service provider involved in in discrimination or harassment, appropriate or serious action will be taken.

Human Resources Department
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