



THAMES  
COLLEGE  
BERKSHIRE

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# Equal Opportu- nities Policy

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This document is essential  
for staff to read and keep for  
future reference.

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Reviewed by Thames College Berkshire  
Management in October 2010  
Next Review Date April 2011

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## **Equal Opportunities Policy Statement**

The Equal Opportunities Policy of Thames College Berkshire is that in the recruitment, selection, education and assessment of students and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the program or course or post.

The requirements being met, no student or employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality (within current legislation), disability, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

Thames College Berkshire is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

This Policy means that all students and employees of Thames College Berkshire have the right to study or work in an environment free from discrimination, prejudice and all forms of harassment or bullying.

Thames College Berkshire is committed to a program of action to ensure that its policy is implemented and monitored at an organizational and individual level.

### **MEANING OF "EQUAL OPPORTUNITIES"**

Factors such as sex, marital status, ethnic origin, race, religion, colour, nationality, and disability should not be taken into account for the purposes of:

#### ❖ STAFF

Recruitment, appointment, training, appraisal, promotion, discipline etc.

#### ❖ STUDENTS

Application to and acceptance on to a course of study, and assessment of academic performance.

Selection for a course of study or for a job should be made solely on merit. All queries, letters, complaints on equal opportunities and diversity policies of the College should be addressed to:

Abdul Baseer (Director)  
94 London Street,  
Reading,  
Berkshire,  
RG1 4SJ.

### **Equal Opportunities in Recruitment**

It is against our Equal Opportunities Policy and against the law in many cases to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, and ethnicity, cultural or religious beliefs.

All employees are required to comply with the requirements of our Equal Opportunities Policy at every stage of the recruitment process including production of job descriptions, advertising material, instructions given to recruitment agencies, short listing of applications, interviewing, selection decisions and offers of employment.

Our policies and procedures reflect our commitment to achieving and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.

Any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

### **Monitoring Equal Opportunities**

In order for us to monitor the effectiveness of the Recruitment and Equal Opportunities Policy it is necessary that all candidates complete the Equal opportunities Monitoring Form. Any data which is collected regarding gender and ethnic origins will be collected solely for the purpose of monitoring equal opportunity and will be held confidentially by us and protected from misuse. [This data should be recorded and maintained on the Equal Opportunities Recruitment Monitoring Control Sheet.]

### **Equal Opportunities Coordinator:**

The Principal is the Equal Opportunities Coordinator for Thames College Berkshire.

### **Documents:**

- Staff and Student Application forms must have an EO monitoring Form attached.

- HR must use the EO Recruitment Monitoring Control Sheet.
- EO Annual Policy Review and Analysis for staff and students.