

Royal Northern College of Music

Equality & Diversity Policy

Policy & Procedure

Department: Human Resources

Document owner: Head of Human Resources

Approval Committee: Executive Committee /
Board of Governors

Revised: May 2018

Period of Approval: 3 years

Review Date: May 2021

RNCM



ROYAL NORTHERN
COLLEGE *of* MUSIC

1. INTRODUCTION

The College is committed to eliminating unlawful discrimination and encouraging diversity as an employer, higher education provider and as an arts centre. Our aim is that where possible our organisation will be truly representative of all sections of society and each will feel respected and able to give their best.

1.1 This policy sets out the commitment of the Royal Northern College of Music, its Board of Governors, Principal and senior management, to promote equality of opportunity and work to eliminate any unlawful or unfair discrimination.

1.2 We are committed to providing equality for all irrespective of:

- Age
- Disability
- Race
- Religion or Belief
- Sexual Orientation
- Sex
- Gender reassignment
- Pregnancy and Maternity
- Marriage and Civil Partnership

These are known as 'Protected Characteristics' under the Equality Act (2010)

1.3 We will work to ensure all staff, students and visitors, as well as those who apply to work or study with us are treated with respect and are not subjected to discrimination by the College on any of these grounds. Selection for employment, promotion, training or any other benefits will be on the basis of aptitude and ability. Student entry onto courses will be based on aptitude and ability. All staff and students will be helped and encouraged to develop to their full potential.

2. APPLICATION

This policy applies to all members of the College as an employer, Higher Education provider and as an arts centre. The support and co-operation of all staff, students and visitors to the College is essential in ensuring the success of the policy.

The policy also applies to staff and students working elsewhere on collaborative programmes or on college-related placements trips and conferences.

3. COMMITMENTS

We will;

- Value diversity and promote equality of opportunity for all
- Foster good relations between people who share a protected characteristic and those who do not.
- Create an environment in which individual differences and the contributions of all our staff and students are recognised and valued.

- Promote an inclusive and harmonious pace of work and study where there is mutual respect and where bullying and harassment, or intimidation will not be tolerated.
- Carry out an equality analysis of our policies, practices and procedures to ensure fairness.
- Take seriously any breaches of this policy and take appropriate action.
- Meet our legal obligations.
- Ensure equality of opportunity becomes embedded within RNCM's business planning processes.

4. RESPONSIBILITIES

- 4.1 The Board of Governors, through the Principal has overall responsibility for ensuring that the College operates within a framework of equality of opportunities and that this policy is fully implemented. Each manager is accountable for delivering the equality commitments in their areas of responsibility. The Equality, Diversity and Inclusion Forum also has specific responsibilities for supporting and providing advice and guidance on the implementation of this policy.
- 4.2 All staff, students of the College, those carrying out work or delivering service on our behalf and our partners and visitors, are required to adhere to this policy. Everyone is required to promote an environment free from illegal discrimination and all forms of bullying and harassment. A failure to meet these responsibilities under the law may lead to civil actions or criminal proceedings.
- 4.3 Everyone is expected to support and implement the College's equality and diversity policies and ensure that their behaviour and/or actions do not amount to discrimination or harassment in any way.

5. POLICY IMPLEMENTATION

College Executive will ensure that;

- All staff and students are aware of this policy and related policies and the procedure for making a complaint
- Managers and staff are provided with appropriate equality training and development
- An annual report that monitors and highlights progress is submitted to the Board of Governors
- Equality is taken into account, where appropriate, in the development of strategies, policies and procedures to ensure that they promote equality and do not unlawfully discriminate.
- Staff, students and Trade Union Representatives are provided with appropriate forums, e.g. Equality, Diversity and Inclusion Forum, Joint

Consultative Committee, to discuss equality and diversity issues and raise any concerns.

- Procedures are in place for the fair appointment, promotion and development of staff, and the fair selection, teaching and assessment of students, free from unjustifiable discrimination. .
- All new staff and students are made aware of their responsibilities towards the Equality and Diversity policy through the induction process.
- Compliance with this policy and related policies of the College is part of all Job Descriptions.
- There are sufficient resources in place to implement this policy effectively.

6. EQUALITY, DIVERSITY AND INCLUSION FORUM

The Equality, Diversity and Inclusion Forum is responsible for developing equality and diversity-related policies, procedures and guidance, ensuring the College meets legislative requirements and fostering a tolerant and inclusive working and learning environment and public performance venue.

- 6.1 The Equality, Diversity and Inclusion Forum will keep this policy under review and will regularly monitor and assess the progress being made towards achieving our equality commitments.

7. COMPLAINTS

- If a member of staff, student or visitor believes that they have suffered any form of discrimination, harassment or victimisation the College will take this very seriously. All complaints will be dealt with in accordance with agreed procedures. The College will strive to ensure any complaint is dealt with promptly.
- Staff should attempt to resolve and raise complaints in accordance with the College Grievance Procedure or, in appropriate circumstances, the matter can be reported in line with the College Public Interest Disclosure (Whistle blowing) Procedure.
- Students should attempt to resolve and raise complaints in accordance with the Student Complaints Procedure.
- Members of the public should raise a complaint in accordance with the College's published Complaints Procedure.
- The College will ensure that any alleged act of discriminatory behaviour will be fully investigated and may, dependent on the circumstances of the case, result in disciplinary action being taken against individual(s) or, where appropriate a change in policy.
- Any incidents of harassment or inappropriate behaviour which causes offence, whether intentional or not, will be treated very seriously.

8. ACTION PLAN

An Action Plan with responsibilities for action will be developed by the Equality, Diversity and Inclusion Forum to ensure this policy has an impact and to measure progress.

9. RELATED POLICIES AND PROCEDURES

- Grievance Policy
- Disciplinary Policy
- Dignity at Work Policy
- Complaints Procedure
- Student Complaints Procedure.