

Polisi Coleg Penybont Bridgend College Policy



Enw'r Polisi/Policy Name: Equality, Diversity and Inclusion

Côd dogfen/Document code (os yn berthnasol/if applicable)

Adran/Department: Adnoddau Dynol / Human Resources

Awdur y Ddogfen/Document Author: Catherine Luff

Teitl Swydd/Job Title: Head of HR

Dyddiad Cymeradwyaeth/Date of Approval: SLT 13/9/2022
RPC 24/11/2022
GB 8/12/2022

Dyddiad Adolygu/Review Date: September 2025

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Policy Checklist:

Policy Inception Requirement	Yes / No / N/A	Supporting information
Has an Equality Impact Assessment been completed? See form below.	Yes	
Has a Welsh Language Impact Assessment been completed? See form below.	Yes	
Has a Data Protection Impact Assessment been considered with regards to this policy? If yes, please contact the Information Services Manager in order to complete a Data Protection Impact Assessment.	No	
Has the review taken account of the latest Guidance/Legislation?	Yes	
Is legal advice required? If yes, please ensure you have taken the necessary steps to secure the appropriate legal advice before proceeding further.	No	
Is staff training required? If yes, please ensure that the necessary training is arranged through the Learning & Development Advisor.	Yes	
Are there HR related issues that need to be considered? If yes, please contact the Head of HR to discuss further.	No	
Are there financial issues? If yes, please contact the Finance Manager to discuss further.	No	
<i>For SLT use only:</i>		
Is this a new policy? If yes, SLT to complete the College Policy Approval Delegation checklist at the time of approval.	No	
Approval level assigned: RPC / GB		

Foreword from the Principal

Bridgend College is a special place. Treating everyone fairly, with respect and valuing differences is something that we cherish. Our values, based on our mission, Be All That You Can Be, are founded in positively promoting diversity and equal opportunity, supporting all learners and employees to be the very best they can be. We believe that an organisation that celebrates diversity is a better organisation and that in turn, enriches college life for everyone.

Staff have been very clear in what they want the College to be like. They want to work in a fair establishment, one where everyone accepts differences and supports each other to achieve their goals. This is an integral part of the way we conduct our business. Our values, generated by our people, include being a team player, being inclusive and being people centred. The success of the College thus far has been built on the foundations of tolerance and respect and people who support each other. Achieving and promoting equality and diversity at our College is a role for us all and thank you to everyone who has contributed to the progress we have made so far, and will continue to make.

Pwrpas ac Amcanion/ Purpose and Objectives:

Bridgend College is committed to a policy of equality of opportunity. We seek to develop a culture of inclusion that embraces and celebrates diversity, and fosters inclusion.

This document sets our approach to equality, diversity and inclusion at Bridgend College. It explains why this is important to us, the principles we will follow and how we intend to monitor and achieve our ambition. We must continue to firmly establish equality as part of our everyday business and not something secondary, so that we consider it in everything we do.

Aligned to the college's citizenship expectations, we expect all staff and students to be *ready, respectful* and *safe*. Fundamental to this is the fostering of an *inclusive* environment, aligned to our college values, where staff and students are able to be authentic and be all that they can be.

This policy applies to all members of the college community, including students, staff, contractors, agency workers, suppliers, associates and visitors.

We seek to be an equality, diversity and inclusion champion and leader in:

- promoting equality, diversity, inclusion and belonging;
- challenging, preventing and eradicating discrimination;
- providing responsive and accessible services;
- promoting positive relations between people.

Within the overall framework of its statement of purpose and values, Bridgend College is committed to the principle and practice of equal opportunities and celebrates the diversity of people. We understand that these two concepts are not the same but are complementary. Without recognising and, most importantly, valuing differences between people, there cannot be true equality of opportunity. Moreover

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Bridgend College is committed to eliminating systemic barriers and providing an environment where all people can thrive.

College Accessibility Statement

We are committed to providing services which are accessible for all customers, students, staff and stakeholders. As part of our ongoing commitment to inclusion, we take positive steps to ensure that all current and prospective employees and students receive fair treatment and are not discriminated against, either directly or indirectly, on the grounds of gender, gender reassignment, age, disability, marital status, sexual orientation, religion, ethnicity or race. We also take a proactive approach in promoting the Welsh Language Standards and ensuring that Welsh language is treated no less favourably than English.

Bridgend College is committed to promoting fairness and eliminating inequality and discrimination not least in relation to under-represented groups within the community. We are committed to nurturing an environment where our staff and students can be their true authentic selves and feel that they belong.

We are committed to conducting regular physical accessibility audits of our campuses to ensure any barriers to access are removed. We have also conducted a [digital accessibility audit](#) of our website to ensure we are providing a digital experience which is accessible for all users.

Bridgend College values the differences, needs and contributions a diverse workforce, learning environment, and customer base represents.

Manylion Polisi/ Policy Details:

The Equality, Diversity and Inclusion Policy covers both the work we do with our students, and the internal procedures that govern how we function as an organisation. Throughout this policy the term 'staff' applies to paid staff, agency staff, external students on placement on our Campuses, contractors, interpreters, volunteers and the members of the Board. The term 'individual/s' applies to all staff, students, external contractors, agency workers, partners, suppliers, centres, customers, any associates, any subsidiaries or their employees or any other person associated with us.

The aims of our policy are:

- To ensure all individuals are afforded equality of opportunity.
- To provide a fair structure of policies and procedures relating to both staff and students, including Recruitment and Selection, Training, Disciplinary Policy Rules and Procedures, Harassment and Admissions.

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- To ensure all employees have equality of access to promotion and fair pay, including a commitment to pay gap reporting and associated improvements
- To attract a diverse breath of individuals and ensure that recruitment and selection decisions are based on merit alone.
- To create a positive image internally and externally as an organisation.
- To increase performance and efficiency, and proactively prevent disciplinary and grievance cases.
- To ensure breaches of Bridgend College's Equality, Diversity and Inclusion Policy are dealt with accordingly and efficiently. All instances of alleged misbehaviour such as discrimination will be investigated under the relevant staff or student process (e.g. [Bridgend College's Disciplinary Policy](#), and [Procedure](#) or the Student Citizenship Code).
- To recognise the diversity of the residents of Wales and their diverse backgrounds, culture and needs, and ensure that services are delivered appropriately to maximise participation by all.
- Endeavour to remove any barriers to access the services we provide.
- To fulfil the requirements of the Public Sector Equality Duty and Prevent Duty.

Cyfrifoldeb / Responsibilities:

Bridgend College is responsible for ensuring appropriate equality policies, procedures and practices are in place and that they are effectively monitored and implemented.

The responsibilities for implementation of the Equality, Diversity and Inclusion Policy are allocated as follows:

- (a) The Principal has overall responsibility for the implementation of this policy and is accountable for it to the Board of Governors.
- (b) The Head of HR and Equality, Diversity and Inclusion Lead have responsibility for developing and reviewing this policy and the procedures associated with it.
- (c) The Senior Leadership Team shall review the development and monitoring of the Equality, Diversity and Inclusion Policy on a regular basis.
- (d) Line managers are responsible for ensuring the Equality, Diversity and Inclusion Policy is implemented in their part of the organisation; for ensuring individuals understand the policy and their roles within it; and for providing reports and monitoring information.
- (e) In relation to this, managers should ensure that team and individual work programmes promote equality, diversity and inclusion and embed it into all practices.

- (f) All individuals have a responsibility to ensure this policy is actively implemented. This should be reflected in the development of individual work programmes which take account of the needs of all potential users of services. It should also be reflected in individuals' performance and conduct. Failure to do so may result in investigation and disciplinary action.
- (g) Individuals are encouraged to report any incidents of discrimination, bullying or harassment as soon as possible in confidence to their line manager or HR (staff) or their Personal Tutor or the Wellbeing Team (students) which will be dealt with in a sensitive manner. Confidentiality will be maintained as far as possible. (Staff: see also [Bullying and Harassment Policy](#). This refers to if you yourself have been a victim, or if you have seen or heard any acts of a discriminatory nature towards someone else, including on social media (see Social Networking Policy).
- (h) This policy will be circulated to all individuals via the staff and student intranet portal, and employee self-service system.
- (i) This policy will be made available on our website and easily accessible to the public, customers, candidates applying for jobs at Bridgend College and all contractors and stakeholders.
- (j) The commitment of all individuals of the College's community are required to make this policy a success.

Dogfennau Cysylltiedig / Related Documents:

The Equality and Diversity Policy should be read in conjunction with:

- [Definition of terms](#)
- Bridgend College's other policies, in particular the [Code of Conduct](#)
- Bridgend College's [Disciplinary and Grievance procedures and Harassment Policy](#) set out how we will respond to issues of a discriminatory, bullying or harassment nature
- Bridgend College's [recruitment policy](#) and [procedures](#) include our commitment to equality and diversity
- Bridgend College's Equality, Diversity and Inclusion Strategic Plan 2022-2025
- [Public Sector Equality Duty](#)
- [Prevent Duty](#)
- [Anti-racist Wales Action Plan](#)
- [Legal framework - Relevant Legislation](#)

Adolygiad dogfen/Document review:

Ysgrifennwch yma/Write here

EQUALITY IMPACT ASSESSMENT FORM

Enw Polisi / Gweithdrefn Name of Policy / Procedure	Equality, diversity and inclusion policy					
Perchennog Polisi Policy Owner (to complete this EIA)	Catherine Luff					
Nod(au'r) a Pwrpas y Polisi Aim(s) and Purpose of Policy	It explains why equality, diversity and inclusion are important to us, the basic principles we will follow and how we intend to monitor and achieve this.					
I bwy mae'r polisi hwn yn effeithio? Who does the policy affect?	Dysgwyr Learners		Staff	x	Y Cyhoedd Gyffredinol / General Public	x

Equality characteristic	Positive impact	Neutral impact	Negative impact	Reason/comment
Age	x			By embedding equality, diversity and inclusion into all practices and actively working to ensuring that all staff, and those with whom we interact feel like they belong, the policy will have a positive impact on people with any singular or combination of characteristics. This policy will also be part of an active strategy to remove any systemic barriers.
Disability	x			As above
Gender reassignment	x			As above
Marriage and civil partnership	x			As above
Pregnancy and maternity	x			As above
Race	x			As above

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Religion or belief	x			As above
Sex	x			As above
Sexual Orientation	x			As above

Date completed: August 2022

Signed by Manager completing the assessment: Catherine Luff

Asesiad Effaith Iaith Gymraeg/ Welsh Language Impact Assessment

Enw Polisi / Gweithdrefn Name of Policy / Procedure	Equality, diversity and inclusion policy					
Perchennog Polisi Policy Owner (to complete this EIA)	Catherine Luff					
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Safonau Iaith Gymraeg / Welsh Language Standards

Rhif/ No.	Math/ Type	Safon / Standard	Cadarn haol (gallai fod o fudd) Positive (could benefit)	Negyddo l (gallai effeithio) Negative (could impact)	Dim Effaith No Impact

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94	Safonau Llunio Polisi Policy Making standards	Pan fyddwch yn llunio polisi newydd, neu'n adolygu neu'n addasu polisi sydd eisoes yn bodoli, rhaid i chi ystyried pa effeithiau, os o gwbl (pa un ai yw'r rheini'n bositif neu'n andwyol) y byddai'r penderfyniad polisi yn eu cael ar— (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg. When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on — (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	x		
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Cynllun Gweithredu / Action Plan

Dylai camau gweithredu ddangos camau i'w cymryd i leihau neu, lle bo modd, ddileu unrhyw effaith negyddol ar yr Iaith Gymraeg.

Actions should demonstrate steps to be taken to reduce or where possible, eliminate any negative impact on the Welsh Language.

Gweithredu/ Action	Pwy/ Who	Erbyn Pryd/ By When	Mesur Llwyddiant/ (sut y byddwn ni'n gwybod ein bod wedi cyflawni'r camau gweithredu) Success Measure (how will we know we have achieved the action)
Welsh language will be an active part of the Equality plan for both staff and the support that is provided to students	HR / Head of Welsh	Currently in place	

Dyddiad Cwblhau Asesu / Assessment Completion Date: August 2022