

Document Version Control

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Equality and Diversity Policy

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1 VISION

Trinity Laban is committed to creating a culture in which diversity and equality are embedded and in which discrimination is not tolerated. Trinity Laban recognises the educational and business benefits of having a diverse community of staff and students and to this end is working towards building and maintaining an environment which values diversity and inclusion.

2 POLICY STATEMENT

Trinity Laban believes in principles of social justice, acknowledges that discrimination affects people adversely, and is committed to challenge all forms of inequality. To meet this objective, Trinity Laban will aim to ensure that:

- Individuals are treated fairly, with dignity and respect regardless of their age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".
- Everyone is given the opportunity to fulfil their potential
- It promotes an inclusive and supportive environment for staff, students and visitors
- It recognises the various contributions to the achievement of Trinity Laban's mission made by individuals from diverse backgrounds and with a wide range of experiences
- It reflects the diversity of talent, experience and skills from the local, national and international pool from which it draws its students and workforce

This Policy is wholly supported by Trinity Laban's Executive and has been agreed following consultation with our recognised Trade Unions. Trinity Laban is committed to monitoring the impact and effectiveness of this Policy to assess whether any discrimination is occurring and, if appropriate, act to ensure it is eliminated.

3 DEFINITIONS

Staff

Staff = all individuals who carry out work/duties/services for or on behalf of Trinity Laban. These individuals include, but are not limited to, all employees whether salaried/hourly-paid, full-time/fractional, permanent/fixed-term/sessional; contracted staff; self-employed/freelance persons and consultants; workers (other than employees or self-employed); agency workers; temporary/casual workers (employed directly by Trinity Laban); staff on nil hours/term-time only contracts; and apprentices/trainees (apprenticeship/training contracts) and vocational trainees (including work experience/work placement).

Students/users/participants

Users = those using, or seeking to use, Trinity Laban's services/facilities, including, but not limited to, students, individuals attending classes, auditions and external events; community participants; participants of vacation courses; parents and young people; visitors to Trinity Laban's premises, including audience members, and potential employees (job applicants).

4 SCOPE OF POLICY

This policy applies to all staff and students of Trinity Laban as well as users/participants and to those contracted to undertake work on behalf of the Conservatoire. It is the responsibility of each member of staff and of each student, to behave in accordance with the principles of this policy.

This policy should be read in conjunction with the Conservatoire's agreed procedures on Admissions, Access and Widening Participation.

5 POLICY COMMITMENTS

Through this Equality and Diversity Policy and associated Codes of Practice, the Conservatoire aims:

- To foster and maintain an institutional culture and practice which embraces diversity, respects cultural difference and actively seeks to eliminate any form of discrimination, harassment and victimisation on grounds of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.
- To ensure that all staff appointments are made solely on the basis of candidates' merits and abilities in relation to transparent criteria relevant to the duties and conditions of particular posts.
- To ensure that student recruitment concerns itself only with the ability of applicants to complete their chosen course successfully.
- To ensure that all students and employees should have equal access to services that are available by the Conservatoire.
- To ensure that all staff and students should have equal access to opportunities for personal, professional and academic development and career progression and promotion opportunities.
- To make reasonable adjustments to any physical features or working arrangements that may place a disabled person at a substantial disadvantage.
- To raise awareness amongst staff and students of equality issues and their obligations in the implementation of the Conservatoire's Equality and Diversity Policy.
- To promote programmes of work actively addressing diversity and equality issues, and to monitor and evaluate their success.
- To consult all relevant stakeholders, including staff and students, about the Conservatoire's policy, procedures and practices.

7 RESPONSIBILITIES

The Conservatoire's Board of Governors has formal responsibility for ensuring this policy is in place and that there is adherence by the Institutional community. The Board delegates operational responsibility for implementation to the Conservatoire's Executive team who have a leadership role in championing the policy to the Conservatoire.

The Equality and Diversity Board is responsible for ensuring the strategic development, implementation and review of the Equality and Diversity Policy and progress on the implementation of action plans. Responsibility for the delivery of agreed work programmes will normally be delegated to task groups. In some specific cases, individual officers have designated duty within their job descriptions to oversee delivery.

The Director of Strategy and Business Operations is responsible for ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the Equality and Diversity Policy and, in conjunction with the People and Organisational Development team, for providing advice, guidance and support on the application of the policy and for developing action plans to address equality-related employment issues.

The Directors of Dance and Music, Academic Registrar and Director of Academic Support, Head of Student Services, The Students' Union and relevant academic committees are responsible for ensuring that all policies relating to the student experience are carried out in accordance with the Equality and Diversity Policy.

Managers are responsible for:

- fostering a culture in which compliance with this policy is regarded as integral to the work of the area that they manage and in which equality and diversity issues are actively promoted.
- ensuring that staff and students are encouraged, supported and enabled to reach their full potential.
- identifying appropriate staff development for themselves and their staff to meet the needs of their respective areas.

Individual members of the Conservatoire are responsible for:

- supporting and implementing the aims of this policy.
- promoting equality of opportunity.
- contributing to an environment free of fear and intimidation and which celebrates diversity.
- ensuring that their behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way.

8 ASSOCIATED POLICIES AND LEGISLATION

The Equality and Diversity Policy is supported by the following associated policies:

- Single Equality Scheme and Action Plans
- Dignity at Work Policy

It is also supported by two Equality and Diversity Codes of Practice, relating respectively to staff and student matters, which are appended to this document.

9 COMMUNICATION OF POLICY

This policy will be published in staff and student handbooks, available on public display and posted on the Conservatoire's intranet and public website.

The Conservatoire will provide an Equality and Diversity Policy Statement in all publications and is committed to using non-discriminatory language in all internal and external documents and official correspondence. The Conservatoire will endeavour to provide documents in different formats if requested by disabled applicants, staff and students.

Other mechanisms for communication of the policy will include the Conservatoire's committee structure, targeted training and awareness-raising sessions, induction, and the staff appraisal system.

The induction of teaching staff will include specific reference to the Policy and the responsibility of staff to reflect its principles in their own teaching practice.

10 BREACH OF THE POLICY

Trinity Laban will take seriously any instances of infringement of the Equality and Diversity Policy by students, staff or users/participants. Any instances of infringement will be investigated and where appropriate will be considered under the relevant complaints/grievance and disciplinary policy for staff or students as per the Breach of Policy flow chart on page 5. In the case of any breach of the policy by users/participants, the Principal will take appropriate action depending on the nature of the incident.

11 MONITORING AND REVIEW

Trinity Laban's Equality and Diversity Board will monitor performance against Trinity Laban's published equality targets as appropriate.

Trinity Laban will seek to assess the impact of its policies on staff and students to ensure real improvements are being made in tackling discrimination and promoting diversity and inclusion.

The Conservatoire has a statutory duty to collect statistical data on an annual basis, and to monitor recruitment and progression of staff and students by a range of protected characteristics and, in the case of student applications, also by socio-economic class. It will periodically review its use of such indicators to identify any data gaps where further information or analysis is required to inform policy. The Conservatoire will seek to identify any barriers or factors that might contribute to any under-performance and work with students and staff to eliminate or otherwise overcome those restraints.

Targets in respect of equality and diversity are contained within the Conservatoire's Strategy documents. It is the responsibility of the Executive team to take an overview of targets across strategies and policies. Annual reports are presented to Senior Management and the Board.

The Equality and Diversity Policy will be subject to regular review by The Equality and Diversity Board.

12 LAW RELATING TO THIS DOCUMENT

Leading statutory authority

Immigration, Asylum and Nationality Act 2006

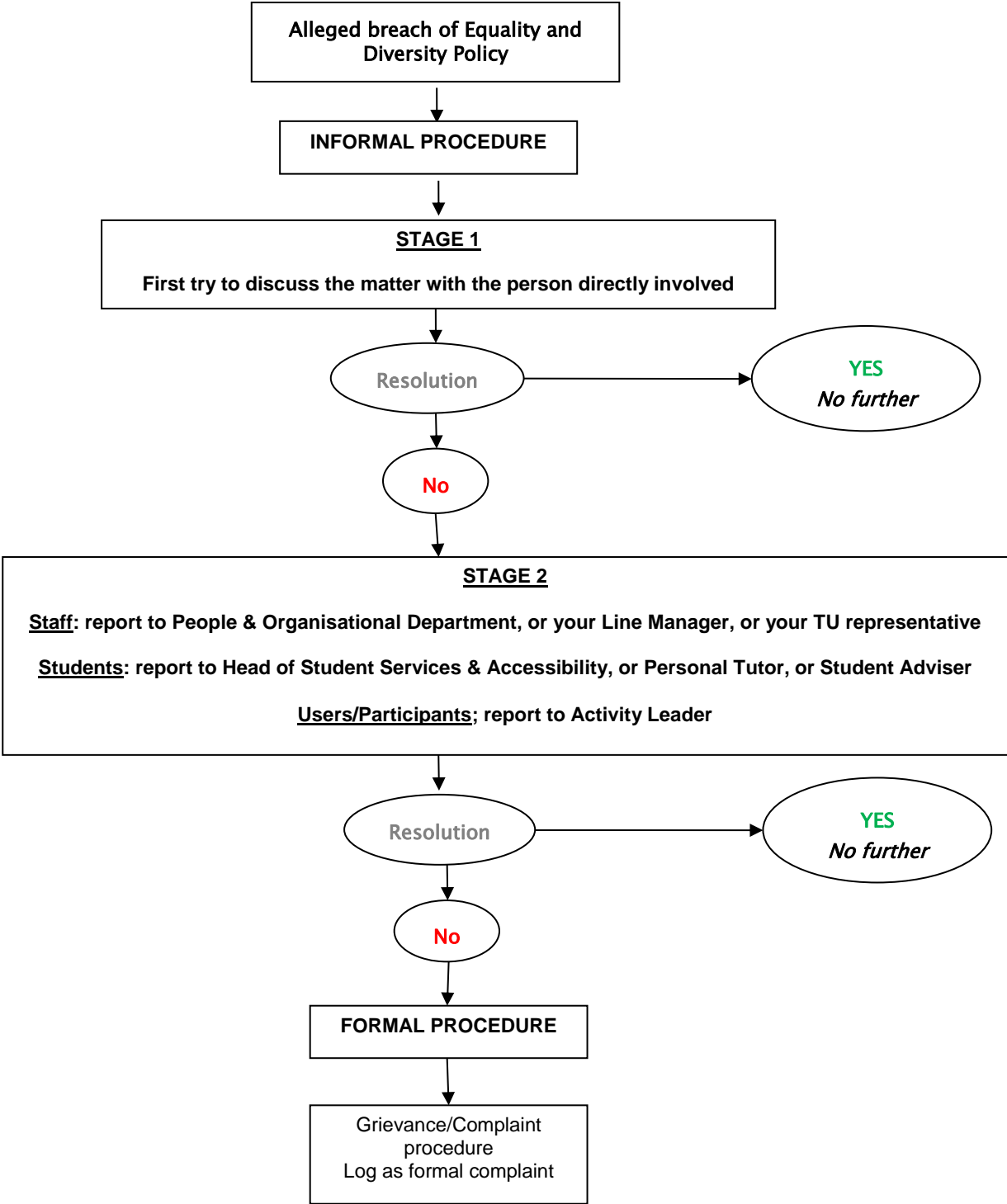
Equality Act 2010

Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (SI 2017/353)

Data Protection Act 2018

General Data Protection Regulation (2016/679 EU)

EQUALITY AND DIVERSITY - BREACH OF POLICY FLOWCHART



EQUALITY AND DIVERSITY CODE OF PRACTICE: STAFF

1. Introduction

- 1.1 This Code of Practice outlines the procedures and practices through which Trinity Laban will implement its Equality, Diversity and Access Policy in respect of staff. It forms an integral part of the Policy. All staff are required to act in accordance with this Code of Practice. This Code does not apply solely to current Trinity Laban staff; it must be observed in the treatment of staff after the working relationship has come to an end and in behaviour towards prospective applicants for staff vacancies.
- 1.2 All staff will be treated fairly, with dignity and respect, throughout the employment relationship with Trinity Laban, including during the recruitment and selection process, in relation to terms of employment, in relation to promotion, transfer, training or any other benefit, and in relation to dismissal or being subjected to any other detriment.
- 1.3 The Conservatoire recognises that actions or words reflecting prejudice against members of disadvantaged or minority groups and liable to cause offence to them are not conducive to a positive working environment. Behaviours of this kind will not be tolerated and will be subject to disciplinary action.

2. Recruitment and selection

- 2.1 Trinity Laban is committed to ensuring that the recruitment and selection of staff is undertaken in a manner that promotes equality and that candidates are recruited and selected solely on the basis of merit.
- 2.2 Trinity Laban's commitment to equality will be stated on all recruitment material, including job advertisements and job details. The format of job details information and application forms will also be provided in alternative formats as required. Information provided by job applicants and employees for equal opportunities monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.
- 2.3 Recruiting managers will be issued with guidance outlining acceptable practice under equality legislation. During the selection process, questions will not be asked which are unrelated to the requirements of the role.
- 2.4 All employment agencies through which staff are appointed will be provided with our Equality, Diversity and Access Policy and Codes of Practice.
- 2.5 The Conservatoire will ensure, as far as is reasonably practicable, that disabled job applicants are not placed at an unfair disadvantage in comparison with other candidates.

3. Staff with disabilities

- 3.1 Human Resources provides specific support for staff with disabilities and will co-ordinate special requirements in respect of all employment matters, including recruitment and selection.
- 3.2 Recognising its obligations under the Equality Act 2010, the Conservatoire will take every practicable measure to ensure that job applicants and staff with disabilities are able to participate fully in the recruitment and selection process and in the Conservatoire's activities, and that all individuals achieve their full potential in their employment at Trinity Laban.
- 3.3 The Conservatoire will ensure, as far as is reasonably practicable, that reasonable changes to the workplace and to employment arrangements are made so that disabled employees are not placed at an unfair disadvantage to their colleagues.
- 3.4 Trinity Laban recognises its requirement to provide appropriate adjustments to the workplace to ensure full accessibility for disabled persons.

3.5 Further information about disability provision is contained on the TL intranet at <http://staff/C8/Important%20Documents/default.aspx> and in the student handbook. The Head of People Services will work with the Head of Student Services & Accessibility to address the support needs of staff with disabilities and answer queries from staff relating to disability.

4. **Working environment**

4.1 The Conservatoire will not tolerate harassment or discriminatory acts of any third party towards our staff (for instance, users/participants of our services/facilities) and will act promptly should these occur. We will support any member of staff who complains of harassment and will make clients/users/participants aware of their obligations not to harass staff.

4.2 Trinity Laban recognises the right of employees of any religion or belief, or a lack of religion or lack of belief, to be treated with equal fairness and respect. The Conservatoire will accommodate religious observance wherever reasonably possible and will allow sufficient flexibility in dress codes to accommodate religious or belief convictions.

4.3 Wherever possible within operational requirements, Trinity Laban will respond sympathetically to flexible working requests and to the personal circumstances of staff members.

4.4 Trinity Laban is committed to providing all existing and new staff and others engaged to work at the Conservatoire with equality and diversity training, subject to the availability of resources, including those involved in recruitment or other decision making where equality issues are likely to arise, to help them understand their rights and responsibilities in relation to equality and diversity.

4.5 To help meet its equality and diversity aims and underpinning principles, Trinity Laban will continue to give updated guidance on equality and diversity, and will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

4.6 All new staff will be provided with the Equality and Diversity Policy and the Equality and Diversity Staff Code of Practice at induction.

5. **Training and development**

5.1 Trinity Laban is committed to ensuring that training, development and progression opportunities are available to all staff to increase their knowledge, skills and abilities and to develop their potential. These opportunities should not be jeopardised by discrimination on any ground.

5.2 Line Managers should address the training and development needs of all individuals in appraisal interviews, and People and Organisational Development will monitor overall training provision to ensure that no member of staff is disadvantaged. Where appropriate, targeted training will be provided to address under-representation within particular grades or functions.

6. **Consultation with staff**

The Conservatoire prioritises good communications and consultation with its staff and uses the following mechanisms for consultation:

- Equality and Diversity Committee
- Joint Negotiation and Consultative Committee
- Regular team and faculty meetings
- Open Staff meetings
- Staff Performance Review scheme
- Email communication
- Trinity Laban Staff Bulletin

There is also administrative and teaching staff representation on the Conservatoire's committees, including the Board of Governors and Academic Board.

7. **Promotion**

- 7.1 Promotion opportunities that arise will be awarded through a structured, fair and objective process, and candidates will be promoted on the basis of merit alone.
- 7.2 Trinity Laban will ensure that career development and promotion prospects are not jeopardised by discrimination on any ground.

8. **Pay and reward**

- 8.1 Trinity Laban supports the achievement of equal pay for work of equal value, and the application of pay points to all staff in a transparent, objective, consistent and equitable manner.
- 8.2 Please refer to the Trinity Laban Joint Agreement for the Modernisation of Pay Structures at <http://tlsp01:81/C0/Pay%20Framework%20Agreement/default.aspx> for details of the organisation's commitment to these principles in relation to progression within grades progression between grades, the re-grading of staff, and payment of market supplements.
- 8.3 The Joint Agreement (as referred to in 8.2) states Trinity Laban's policy relating to starting salaries.

9. **Retirement**

All requests to work beyond an individual's normal retirement date will be carefully considered in a non-discriminatory, objective and fair way, in alignment with the principles laid out in the Retirement Policy.

10. **Redundancy**

If redundancy cannot be avoided, the same redundancy selection criteria (as detailed in the Staff Handbook) will be applied equally to all individuals at risk of redundancy, on a fair and objective basis, in accordance with the procedures outlined in the Conditions of Service.

11. **Grievance Procedure**

- 11.1 Any member of staff who believes that they have been unlawfully discriminated against, or have been the subject of harassment, victimisation or discrimination on any of the grounds contained within the Equality, Diversity and Access Policy and this Code of Practice, should contact either the HR Department, their line manager or their trade union representative. Grievances will be addressed under Trinity Laban's Grievance Procedure.
- 11.2 Trinity Laban will take any complaint seriously and will seek to resolve any grievance which it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith and considered to be a disciplinary matter.

12. **Breach of the Equality and Diversity Policy and this Code of Practice**

- 12.1 Please refer to the flowchart on page 5. for the procedure to be followed in the event of a breach of the Policy.
- 12.2 Breaches of the Equality and Diversity Policy and this Code of Practice will be regarded as misconduct and will be handled under the scope of Trinity Laban's Disciplinary Procedure. Any form of discrimination, intimidation, bullying and harassment are disciplinary offences and may lead to disciplinary action being taken against the offending individual, which may result in dismissal.
- 12.3 It should be noted, however, that if a member of staff raises a complaint which, upon investigation, is concluded to be deliberately malicious, then that member of staff will become the subject of disciplinary action, which may also result in dismissal.

- 12.4 Individuals can be held personally liable as well as, or instead of, the Conservatoire for any act of unlawful discrimination. Those who commit serious acts of harassment may be guilty of a criminal offence.

EQUALITY AND DIVERSITY CODE OF PRACTICE: STUDENTS

1 Introduction

- 1.1 This Code of Practice outlines the procedures and practices through which Trinity Laban will implement its Equality and Diversity Policy in respect of students. It forms an integral part of the policy and, as such, must be observed by all the Conservatoire's staff and students.
- 1.2 Trinity Laban will ensure that all Admissions Tutors, other members of staff and students of the Conservatoire are made aware of this Code of Practice which is available on the intranet and in the library.
- 1.3 The Conservatoire recognises that actions or words reflecting prejudice against members of disadvantaged or minority groups and liable to cause offence to them are not conducive to a good study environment. Behaviour of this kind will be subject to disciplinary action.
- 1.4 The Equality and Diversity Board is responsible for the implementation of the Equality and Diversity Policy and for monitoring its effectiveness.
- 1.5 The Conservatoire's Equality and Diversity Policy will be explained at induction and students will be expected to observe its principles.

2. Student recruitment and admissions

- 2.1 Trinity Laban recruits students on the basis of their ability to complete its programmes of study, and hence their potential to pursue careers in all areas of the music and dance industry. Admissions decisions should be based on the evidence of such ability and potential as provided at audition, interview and in written application material.
- 2.2 The Conservatoire will make all reasonable efforts to make its provision known to all candidates who might benefit from its training and also to target groups under-represented in the current student population through design of its marketing and recruitment strategies. The Conservatoire prospectus and other promotional material will include the Equality and Diversity Policy, and will be made available in alternative formats.

3. Students with disabilities

- 3.1 The Head of Student Services & Accessibility provides specific support for students with disabilities and will coordinate special requirements in respect of the admissions procedures, learning and assessment requirements and any further requirements in respect of the student provision.
- 3.2 Recognising its obligations under Special Educational Needs and the Equality Act 2010, the Conservatoire will take every practicable measure to ensure that applicants and students with disabilities are able to participate fully in the Admissions process and in the Conservatoire's activities, and that both the quality of student experience and achievement of individual potential are unimpaired by disadvantage. Further information about disability provision is contained in the Disability Statement on the intranet, website and the student handbooks. The Head of Student Services & Accessibility is available to address the support needs of students with disability and answer queries from staff and students.
- 3.3 Where appropriate, the Conservatoire will offer revised forms of assessment to students who disclose a disability, to allow them to demonstrate that they have achieved the required outcomes for a module or programme.

4. **Teaching and assessment**

- 4.1 The curriculum is subject to ongoing review to ensure it serves the needs of a diverse student population and continues to support student employability in anticipation of developing industry requirements. Staff engaged in curriculum review and development are required to take account of the Conservatoire's equality and diversity objectives.
- 4.2 The Conservatoire specifies marking and assessment criteria for all modules and programmes, which must be strictly observed by markers in order to guarantee equality of treatment for all students. The criteria will be published annually to academic staff and students via course handbooks.

5. **Student Services**

- 5.1 The Conservatoire is committed to providing equal access to its services and facilities to all students and, as far as possible within available resources, to meeting particular needs, for example those arising from cultural or religious customs and beliefs, family circumstances and disability.

6. **Consultation with students**

The Conservatoire prioritises good communications with its students and will use the following formal mechanisms for consultation regarding equality and diversity matters:

- Equality and Diversity Board
- Student Affairs Committee
- Student Staff Liaison Group
- Regular liaison with Student Union officers
- Annual course monitoring procedures

There is also student representation on the Conservatoire's committees including Board of Governors and Academic Board

7. **Complaints/Grievance procedure**

Any student, who believes that they have been the subject of harassment, victimisation or discrimination on any of the grounds contained within this Policy, should follow the Conservatoire's Student Complaints Procedure, a copy of which is available in the Student Handbook. Students should report to the Head of Student Services & Accessibility, the Personal Tutor and Student Adviser. All complaints will be thoroughly investigated and resulting action reported back to the complainant.

8. **Breach of the Equality and Diversity Policy and this Code of Practice**

- 8.1 Refer to the flowchart on page 5. for the procedure in the event of a breach of the policy.
- 8.2 Discrimination, victimisation and harassment are disciplinary offences and will lead to action being taken against the offending individual, which may result in termination of studentship.
- 8.4 It should be noted, however, that if any student raises a complaint which upon investigation is proven to be deliberately malicious, then that student would become the subject of disciplinary action.
- 8.4 Any student found to be in breach of this Equality and Diversity Code of Practice will be subject to disciplinary action which may lead to termination of studentship.