



THE LONDON ACADEMY
BUSINESS SCHOOL

Equal Opportunity Policy

The London Academy Business School
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STATEMENT OF INTENT

The London Academy Business School (LABS) confirms its commitment to a policy of equal opportunities within the Academy.

In line with the amended Race Relations Act of 1976 the Academy publishes this Equal Opportunities policy.

The Academy is committed to a Programme of action to eradicate unfair and discriminatory practices as far as it is within the power to do so, and to ensure that this policy be fully effective.

MISSION STATEMENT

Our Statement asserts that the London Academy Business School was founded as a place of useful learning, to make higher education available to all and to combine excellence with relevance.

In fulfilling this mission the Academy will contribute to social cohesion and to quality of life, provide high-quality education to all students regardless of background, and offer opportunities for all staff to develop their full potential.

This Policy on Equal Opportunities seeks to reinforce the Academy's aims.

1. GENERAL PRINCIPLES

- 1.1 The London Academy Business School is committed to a policy of equal opportunities for all employees and students and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment and admissions to avoid unlawful or undesirable discrimination.
- 1.2 The London Academy Business School will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and places an obligation upon all staff to respect and act in accordance with the policy. The London Academy Business School is committed to providing training for all its' staff in equal opportunities practice.
- 1.3 The Academy aims to create the conditions whereby students and staff are treated on the basis of their relative merits, abilities and potential, regardless of their gender, colour, ethnic or national origin, family circumstance, age, disability, religious or political beliefs, socio-economic background, sexual orientation, trade union membership or other irrelevant distinction.
- 1.4 The Academy believes that a properly implemented and monitored equal opportunities policy is in the best interests of the Academy, its students and its staff, both present and future.

2 SEX AND RACE DISCRIMINATION

Unlawful sex or race discrimination occurs in the following circumstances:

2.1 Direct discrimination

- 2.1.1 Under the Sex Discrimination Act 1975 and the Race Relations Act 1976 direct discrimination occurs where one individual treats another individual less favorably on grounds of their sex or race than he treats or would treat other persons.
- 2.1.2 It is unlawful for an educational establishment to discriminate against a person on the grounds of their sex, colour, race, nationality, ethnic or national origins: -
- in the terms on which the educational establishment offers to provide any of its services;
 - by refusing or omitting to provide any of its services;
 - in the way it provides any of its services.

2.2 Indirect Discrimination

- 2.2.1 A claim of indirect discrimination arises when an employer applies a requirement or condition generally, but which is such a proportion of persons from one racial group who can comply with it is considerably smaller than the proportion of persons not of that racial group who can comply with it.
- 2.2.2 The London Academy Business School will not discriminate unlawfully when selecting candidates for a vacant post or admitting student to a course.
- 2.2.3 Discrimination or harassment by any member of the Academy, or victimization or anyone who has complained of such will be regarded as misconduct and dealt with through the appropriate disciplinary procedures.
- 2.2.4 Any member of the Academy who believes themselves to have been the subject of discrimination or harassment may make use of the procedures laid down in the Academy's Harassment Policy or any other appropriate procedures.

3. DISABILITY DISCRIMINATION

- 3.1 Under the Disability Discrimination Act 1995, disability discrimination occurs if for a reason which relates to the disabled person's disability an individual:
- treats him less favourably than he treats, or would treat others to whom that reason does not or would not apply, and,
 - the employer cannot show that the treatment in question is justified.
- 3.2 The London Academy Business School will not discriminate against a disabled job applicant or employee or student on the grounds of disability -
- in the arrangements i.e. application form, interview and arrangements for selection for determining to whom a job/course should be offered; or
 - in the terms on which employment or engagement of temporary workers is offered; or
 - by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
 - in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
 - by subjecting him or her to any other detriment (detriment will include refusal of training, transfer, demotion, reduction of wage; or harassment).

- 3.3 The London Academy Business School will accordingly make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and students.
- 3.4 Wherever possible, the London Academy Business School will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled employees and workers. However, this may not always be feasible.

4. AGE DISCRIMINATION

- 4.1 The London Academy Business School is committed to recruiting and retaining employees and/or admitting students whose skills, experience, and attitude are appropriate to the requirements of the various positions/courses regardless of age.
- 4.2 As far as is reasonably possible and in the most exceptional circumstances no age requirements will be stated in any job advertisements/ application forms on behalf of the company.
- 4.3 The London Academy Business School will request age as part of its recruitment and or its admissions process but information will not be used in any detrimental way and is for compilation of personal data, which the company holds on all employees and workers.

5. PART-TIME WORKERS

This Equal Opportunities Policy also covers the treatment of those employees and workers who work on a part-time basis. The London Academy Business School recognizes that it is an essential part of this policy that part time employees are treated on the same terms as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to the London Academy Business School's pension scheme. The London Academy Business School also recognizes that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

6. GENDER REASSIGNMENT POLICY

- 6.1 The London Academy Business School recognizes that any employee or student may wish to change their gender during the course of their employment or studies with the Company.
- 6.2 The London Academy Business School will support any employee or student through the reassignment provided that full medical counseling has been

undertaken and the London Academy Business School has access to any relevant medical reports.

- 6.3 The London Academy Business School will make every effort to try and protect the employee or student undergoing reassignment within the work place.
- 6.4 All employees and students will be expected to comply with the London Academy Business School's policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary sanction.
- 6.5 Where an employee is engaged in work where the gender change imposes genuine problems the London Academy Business School will make every effort to reassign the employee or worker to an alternative role in the Company.
- 6.6 Any employee or student suffering discrimination as the result of their gender reassignment should make recourse to the Company's grievance procedure.
- 6.8 Any discrimination complaint will be investigated fully.

7. HARASSMENT POLICY

- 7.1 The London Academy Business School is permitted to providing a work environment free from unlawful harassment.
- 7.2. Harassment because of race, colour, creed, sex, sexual orientation, marital status, national origin or ancestry, physical or mental disability, age or religion or any other basis protected by legislation is unlawful and will not be tolerated by the London Academy Business School.
- 7.3. This policy prohibits unlawful harassment by any employee or student of the London Academy Business School.
- 7.4 Examples of prohibited harassment are:
 - Verbal or written conduct containing derogatory jokes or comments,
 - Slurs or unwanted sexual advances
 - Visual conduct such as derogatory or sexually orientated posters,
 - Photographs, cartoons, drawings or gestures,
 - Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected basis,
 - Threats and demands submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours
 - Retaliation for having reported or threatened to report harassment.
- 7.5. If you believe that you have been unlawfully harassed, you should make an immediate report to the Director of Personnel followed by a written complaint as soon as possible after the incident. Your complaint should include:
 - Details of the incident
 - The name or names of the individual or individuals involved

- The name or names of any witness or witnesses

7.6 The London Academy Business School will undertake a thorough investigation of the allegations. If it is concluded that unlawful harassment has occurred, remedial action will be taken.

7.7 Any employee or student who the London Academy Business School finds to be responsible for unlawful harassment will be subject to the disciplinary procedure and any sanction may include termination.

8. BULLYING

8.1 Bullying may be defined as any vindictive, cruel, malicious or humiliating treatment or behavior such as:

- picking on people unfairly
- making unfounded criticisms
- isolation or non-cooperation at work or in class
- aggressive behavior or conduct, physical or verbal

8.2 In all cases, the person to whom the complaint has been made will advise the alleged harasser that a formal complaint has been made and that they have the right to be supported by a representative. Separate investigatory meetings will be held with both you and the alleged harasser, accompanied by a representative if desired. The purpose of these meetings will be to discuss the problem and arrive at a resolution.

8.3 If the person to whom the complaint has been made considers it appropriate, or if the problem is not resolved at this stage, the complaint will be submitted in writing: where the complaint is against a member of staff - to the Director of Personnel; where the complaint is against a student - to the Registrar of the London Academy Business School.

8.4 Where disciplinary action is contemplated against staff or student, the appropriate existing procedures will be used.

9. PROCEDURES

9.1 Publicizing the Policy

The Academy undertakes to publicize this policy. Staff and students within the institution make it known where appropriate.

9.2 Advertising

Wherever possible all posts and courses will be advertised as widely as possible and be designed to encourage applications from relevant groups. Qualifications and requirements asked for (including age limits for employment) must be justified by the nature of the post or course of study.

9.3 Non Discriminatory Language

All London Academy Business School publications will avoid the use of words or phrases which are directly or indirectly discriminatory.

9.4 Fair Procedures

- Recruitment literature will state that the Academy is an equal opportunities organization and documentation will be designed to eliminate requests for information not relevant to the post or course of study. It is recognized however that it may be necessary to request certain information on a confidential basis for monitoring, personnel or payroll purposes.
- Members of the Academy involved in the selection, management, teaching or supervision of staff of students have a duty to ensure that no discrimination occurs in the administration of any of the Academy's procedures or agreed terms of employment. The Academy recognizes that appropriate guidance and training will require to be given.

9.5 Collective Responsibility

The protection of this policy is the responsibility of the Academy and of everyone in it. All staff and students have a personal responsibility to adhere to and apply this policy in their dealings with others both internal and external to the Academy.

9.6 Monitoring

The necessity for monitoring and evaluating the implementation of this policy is recognized and appropriate mechanisms required will be developed. Coordination of the monitoring procedure will be the responsibility of the Personnel Department.

9.7 Specialist Bodies

Where it is deemed helpful the advice and guidance of the relevant specialist bodies involved in equal opportunities will be sought.

9.8 Complaint against a non-LABS employee by a student or staff member

If a complaint is against a contractor or other non-Academy employee, your complaint should be made in writing to the Director of Personnel of the Academy.

10 RACE EQUALITY POLICY

10.1 Introduction

- 10.1.1 This Race Equality Policy forms part of the Academy's policy on equal opportunities for staff and students, and sets out the arrangements for fulfilling the obligations under the Race Relations Act 1976 (as amended by the Race Relations Amendment Act 2000).
- 10.1.2 The Act places a positive General Duty on Higher Education Institutions to promote race equality and to make this central to the work practices of the Institutions. In addition to this General Duty, the Home Secretary and Scottish Executive Ministers have placed a number of Specific Duties on policy and service delivery to help meet the General Duty. The Governing Bodies of the Institutions are legally responsible for meeting the requirements of the Act and are bound by the duties.
- 10.1.3 This document draws on the extensive guidance contained in the Statutory Code of Practice on the duty to promote race equality, and sets out the processes and procedures the Academy will employ to ensure that it will meet the General and Specific duties in all of its relevant functions.

10.2 Mission Statement

- 10.2.1 Our Statement asserts that the London Academy Business School was founded as a place of useful learning, to make higher education available to all and to combine excellence with relevance.
- 10.2.2 In fulfilling this mission the Academy will contribute to social cohesion and to quality of life, provide high-quality education to all students regardless of background, and offer opportunities for all staff to develop their full potential.
- 10.2.3 This Policy on Race Equality seeks to reinforce the Academy's aims.

10.3 Policy Statement

- 10.3.1 The Academy confirms that, in accordance with its policy on equal opportunities for staff and students, it is committed to a Programme of action, which will enable it to fulfill its General Duty to:
- Eliminate unlawful discrimination;
 - Promote equality of opportunity;
 - Promote good relations between people of different racial groups.
- 10.3.2 The Academy will ensure that arrangements are in place to meet the Specific Duties, which require that, the Academy:
- Prepares and maintains a written race equality policy statement, and has in place arrangements for meeting these duties;
 - Assesses the effects of policies on staff and students from different racial groups;
 - Monitors by racial group the admission and progress of students and the recruitment and career development of staff;

- Sets out the arrangements for publishing the Race Equality Policy statement and the results of assessment and monitoring;
- Takes reasonable and practical steps to publish the monitoring results each year.

10.4 Identification and Review of Functions

- 10.4.1 To meet the duties specified above, the Academy is required to identify the full range of its functions and assess whether these are relevant to race equality.
- 10.4.2 Functions are defined within the Statutory Code of Practice as being the full range of the Academy's duties and powers, and include areas such as:
- Admission and access
 - Student achievement and assessment
 - Guidance and support for students
 - Teaching and learning
 - The curriculum
 - Staff recruitment, development and support
 - Partnerships and community links
 - Procurement and outsourcing
 - Quality assurance

10.5 Impact of Policies

- 10.5.1 The Academy will assess the impact of all its policies, including the race equality Policy, on students and staff from different racial groups. Policies are defined within the Statutory Code of Practice as the formal and informal decisions about how the Academy carries out its duties, and use its powers.
- 10.5.2 Academy policies and procedures will be reviewed by the members of staff, relevant groups or committees, to ascertain whether they adversely affect equality of opportunity for some or all ethnic minority staff and students or help promote racial equality.
- 10.5.3 Where there is an adverse impact, alternatives will be considered. If the adverse impact is unavoidable and this can be justified, consideration will be given to ways of minimizing the adverse effect.

10.6 Monitoring

- 10.6.1 The Academy will monitor all stages of the admissions process, achievements and progress of students. The Academic Registrar and the Director of Planning will produce Reports for consideration by the Advisory Group on Student Progress and Examination Monitoring, the Access Advisory Group, the Student Recruitment Group and the Equal Opportunities Committee (EOC) as appropriate. Monitoring information will be reported through the normal channels

to the Director of Studies.

10.6.2 The Academy will monitor recruitment and career progression of all staff, and will ensure that training is available for members of staff involved in the relevant processes.

10.6.3 The Director of Personnel shall prepare Quarterly statistical reports on staff for the consideration of the Equal Opportunities Committee, together with an annual report to the Staff Committee.

10.6.4 Information on monitoring will be used to evaluate the effectiveness of the Race Equality Policy, and to inform the ongoing assessment of the Academy's activities.

10.7 Publication of Information

10.7.1 The Race Equality Policy will be published on the Academy's Web site and in Prism.
In addition, the Policy will be included in the Policies, General Information and Facilities Handbook, which is issued to new staff on commencement of employment. A copy of the Policy (in summary form) will be issued to all members of staff.

10.7.2 Every student will be advised about the Policy in an e-mail message. Information will also be circulated to departments for inclusion in handbooks and reference to the Policy will be made in the information leaflet issued annually to students.

10.7.3 The results of monitoring and assessments will be presented annually to Staff Committee and published on the Academy's web site and in Prism.

10.7.4 Consideration will be given to wider publication in alternative formats as required.

10.8 Breach of Policy

10.8.1 The Academy offers support and advice for students and staff who believe they are being discriminated against or harassed.

- 10.8.2 Students can obtain advice from their Adviser of Studies or Head of Department, Welfare Officer or other designated officials.
- 10.8.3 Members of staff can seek advice from their Supervisor or Head of Department, Harassment Advisers and the Personnel Office.
- 10.8.4 Policies and procedures on Equal Opportunities, Harassment and Grievance/Complaints are available on the London Academy Business School web site, in the Policies, General Information and Facilities Handbook for Staff, and in Faculty and Departmental Student Handbooks.
- 10.8.5 Any incident of discrimination, harassment or activity otherwise contravening the Race Equality Policy will be dealt under the appropriate procedures. Disciplinary action may result in expulsion or dismissal from the London Academy Business School .

10.9 Consultation

- 10.9.1 Consultation with staff and students will form part of the assessment of the impact of policies and the ongoing review of the effectiveness of the Race Equality Policy and its implementation.
- 10.9.2 The consultation will be aimed at ascertaining the impact of existing and proposed policies on ethnic minority groups in general or specific groups in particular and ways in which improvements may be achieved.
- 10.9.3 This will be carried out through the existing consultation mechanisms that include the Staff/Student Consultative Committee (SCC) and the Joint Staff and Student Consultative Committees (JSSCCs). .
- 10.9.4 In addition the Academy will consider other ways of including as wide a range of relevant people as possible to make the consultation meaningful and representative.
- 10.9.5 Comments on the Race Equality Policy are welcome at any time and should be passed to the Director of Personnel who is responsible for Eq