

## **London College of Business Equal Opportunity Policy**

The LCB (and therefore each employee and student) is bound by law not to discriminate and unjustifiably, directly or indirectly, against any person in any work or educational activity on the grounds of that person's sex, marital status, disability, race, colour, nationality or ethnic origin. The Disability Discrimination Act 1995 also makes it unlawful to unjustifiably discriminate against a person in any work or education activity because of his/her disability.

The LCB is a good provider of employment locally. It is important therefore that we fulfil our obligation to the whole community in which we operate. In order to continue to prosper, the LCB needs to attract the highest calibre of staff and students, regardless of sex, marital status, disability, race, colour, nationality or ethnic origin, sexual orientation or age. As the recipient of research grants whose aim is to assist persons with disabilities, it is inappropriate for the LCB to ignore its contribution as an employer and teaching organization, which must complement the contribution as a research institution.

Perhaps most important is that most of us believe that we do not discriminate but may, on occasion, or without conscious intent, do so. Having a formulated policy and a set of measures to assist us to adhere to that policy will increase our awareness of equal opportunities practices and help us not to discriminate unfairly.

Having an effective policy should help us, for example, when recruiting, training or considering staff applications for promotion, to look more closely at what applicants or existing employees can do, rather than be influenced by our own beliefs about the barriers caused by their sex, marital status, disability, race, colour, nationality, ethnic origin, sexual orientation or age.

### **POLICY STATEMENT:**

The principle of equal opportunities is reflected in the LCB's charter in that: "No test related to sex, race, colour or religious or political belief shall be imposed on any person in order---- to be admitted as a member, teacher or student of the LCB or to hold office therein, or to graduate thereat, or to hold any advantage or privilege thereof".

In conformity with the general intention of its charter and the requirements of the LCB has formulated a general policy statement on equal opportunities as follows: "To become an equal opportunities organization, the LCB will promote equality of opportunity in the recruitment, promotion, appraisal, education, training, development and support of its staff and students and otherwise treat them on the basis of their relative merits and abilities. The law requires that no job applicant, student applicant, member of staff or student will unjustifiably receive less favourable treatment on the grounds of race, colour, nationality or ethnic origins, sex or marital status and disability. In addition, staffs are protected from discrimination on grounds of part-time or fixed-term status. Every effort will be made to avoid discrimination on grounds of religion, political belief, socio-economic background, parental status, age (subject to normal retirement conventions and the minimum age for student admissions) and sexual orientation."

The LCB will have Equal Opportunities Officers for staff and students who will have responsibility for promoting, implementing and monitoring the policy throughout the LCB and for any initial investigation into alleged breaches of the policy.

The LCB expects the full cooperation of all its staff and students in promoting equality of opportunity and each will have personal responsibility for promoting and implementing the policy at day-to-day level.

The policy has the full support of the President, staff and students; and these bodies will have the right to draw to the LCB's notice any breaches of this policy.

### **Implementation:**

In order to ensure its effective implementation the LCB undertakes, through senior officers and/or heads of departments/ school and individual members of staff, to:

- Identify a senior officer of the LCB to have overall responsibility for the policy.
- Appoint suitably qualified and trained officers to assist the senior officer with responsibility for the policy in formulating, implementing and monitoring the policy and to advise the LCB in equal opportunity matters.
- Appoint Faculty Equal Opportunities representative who will be accessible to students and staff to provide information about the Equal Opportunities Policy, grievance procedures, and relay Equal Opportunities suggestions and concerns to appropriate channels.
- Consult, as appropriate, with staff, students and recognised Unions and the student association on equal opportunity matters through the existing consultation procedures.
- Provide training for staff normally involved in recruitment and selection, development and review, job evaluation, promotion and training to make them aware of the equal opportunities implications of these activities.
- Implement and maintain a statistical record in the areas of race, gender and disability relating to staff recruitment and progression and student recruitment and success.
- Send information about the policy to all existing and newly appointed members of staff and students to remind them of the commitment of LCB staff and students to equal opportunities.
- Review regularly and, where necessary, revise all written communications, internal or external, produced by LCB to ensure that the language is non-discriminatory and gender neutral.

### **EQUAL OPPORTUNITIES FOR STAFF:**

AS an employer the LCB has obligations in law. LCB staffs, too, play an important part in ensuring that the LCB does not breach its statutory obligations.

The law says that you must:

- Not discriminate directly against anyone unjustifiably in employment because of their sex, because they are married or because of their race, colour, nationality or ethnic origins or, because of a disability. In addition, staff must not be directly discriminated against because of their part time or fixed term status. This means that you may not treat a member of staff or job applicant less favourably than another in recruitment, training/ development opportunities, promotion, redundancy, redeployment, development and review, job-analysis or any other such job-related activity where the unfavourable treatment can be seen to be because of the person's attributes, unless justifiable.
- Not discriminate indirectly against anyone in employment because of their sex, because they are married or because of their race, colour, nationality or ethnic origins. In addition, staff must not be indirectly discriminated against because of their part-time or fixed term status. Indirect discrimination is where you do something, which does not directly discriminate, but the consequences of which exclude or bar such persons from participation in work activities where they would otherwise have been able to do so. It consists of applying a requirement or condition, which although applied equally to all persons, is such that a considerably smaller proportion of a particular racial group or of one sex can comply with it. Some examples of indirect discrimination would be:

- a) Putting an unjustifiable age barrier on entry to a job. (This might discriminate, for instance, against women who had taken a career break to care for children or other dependents)
- b) Excluding persons on the grounds of their religion or religious requirements. (This may be regarded as discriminatory to people of certain nationalities or ethnic origins). If however a requirement or condition can be justified in terms of the job needs, this is acceptable. Advice on such instances is available from personnel services.
- c) Not victimise those who have raised a complaint under equal opportunities legislation.
- d) Not discriminate between men and women in pay and other conditions of services.