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**Harlow College Velizy Avenue Town Centre Harlow Essex CM20 3LH**

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**COLLEGE MISSION STATEMENT**

Harlow College is committed to ensuring equality of opportunity for all who learn, work here and all members of the community served by the College. We respect and positively value differences in race, religion and belief, gender, sexual orientation, disability and age. We will strive vigorously to remove conditions which place people at a disadvantage.

**Equal Opportunities Policy  
Overview**

**Full policy available on the college website**

**Policy Implementation**

The Harlow College Equal Opportunity Policy affects all areas of College policy and practice.

All sections of the College should review their procedures and practices against the principles contained within this policy as part of the annual self-assessment process.

**Eliminating Discrimination**

Harlow College will have to eliminate discrimination by

* Communicating the Equal Opportunity Policy in conjunction with the Equality Scheme and action plan, to students, staff, governors, partners, volunteers, stakeholders, contractors and visitors to the College.
* Ensuring that all parties understand their rights,   
  responsibilities accountability under the policy.
* Having in place clear and effective complaints and disciplinary procedures for dealing with discrimination.
* Monitoring, receiving and reporting on the effectiveness of these procedures to the Executive Team and the Corporation.
* Regularly meeting all College policies and procedures to ensure that they do not impact adversely on any group.

Procedures and plans for work to implement the commitments above are already in place. They are detailed in the Harlow College Equality Scheme and action plan other key related documents.

**Policy Objectives**

The Harlow College Equal Opportunity Policy has been developed to be proactive in responding to Equal Opportunity legislation and should be read in conjunction with the Equality Scheme and Action Plan.

This policy is designed to make more effective use of all the human resources available for the continuing development of the College. It should support better education and training by the College ensuring that:

1. Equality of Opportunity is embedded in all policies, practices, decision making and evaluation processes
2. We will seek to promote a positive and welcoming environment and to provide equality of opportunity and freedom from discrimination on the grounds of age, ethnic origin, disability, race, religious beliefs, gender, age, class or sexual orientation for all individuals or groups in the community working at or served by the College
3. We create a visibly diverse environment which values difference and enables all students to realise their potential.
4. All governors and staff are clear about standards and strategy to meet diverse learner needs and are equipped to respond effectively.
5. We secure the fullest participation of all students and staff in all areas of College life and act to address under representation.
6. We will take action against any forms of abuse, harassment or intimidation including the publication and display of offensive or degrading literature that might be directed at any member of staff or a visitor to the College.
7. We develop a staff profile, management team and governing body which reflects the student body.
8. There are well understood and well used procedures for challenging all forms of discrimination, harassment and unacceptable behaviour.
9. We undertake vigorous and open monitoring of learner staff performance and experience to identify and act on equality groups.
10. We develop comprehensive and imaginative feedback systems to capture learner, staff, governor and stakeholder perceptions of how we do and what we could improve.
11. We value learner and staff feedback to remain alert to patterns of inequality and related concerns which are not identified through statistical monitoring tools.
12. The college will ensure that its stance on equal opportunity is well published within the college itself, with the local community and particularly to all who wish to work or study at the College.

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|  | EQUALITY AND DIVERSITY  MONITORING FORM |
| Harlow College wishes to secure genuine equality of opportunity throughout the institution, whether required by legislation or not, in all aspects of its activities as an employer. The College recruitment policy aims to ensure that staff are employed on the basis of ability and requirements for the job and that no job applicant or employee receives less favourable treatment because of race, colour, nationality, ethnic origin, gender, marital status, disability, sexual orientation or any other grounds which are unjustifiable in terms of equality. The following information is required to enable the College to monitor the Equal Opportunity Policy and ensure its effectiveness. This data will be separated from any application and kept securely. It will not be seen by staff responsible for selection. Your name will not appear on any statistics provided.  **The data will be used for monitoring purposes only.** | |
| Forename(s)       Surname  Post applied for       Current age     Date of Birth  Preferred title: Miss  Ms  Mrs  Mr  Dr  Other *(please specify)*  Post Code       Nationality | |

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| **Equality and Diversity Monitoring**  Please tick the appropriate boxes below.  Asian or Asian British  Bangladeshi  Chinese  Indian  Pakistani  Sri Lankan  Other  Black or Black British  African  Caribbean  Other  Dual Heritage  White and Black African  White and Asian  White and Black Caribbean  Other  White  British  Other  European *(please specify)*  Any other ethnic group  Please specify |  | Faith/Religion  Buddhist  Muslim  Jewish  Hindu  Christian  Sikh  None  Other  Do not wish to disclose  Age  16 - 21  22 - 30  31 - 40  41 - 50  51 - 60  61 +  Gender  Female  Male  Gender Identity  Do you live in a gender different to the one given at birth?  Yes  No  Do not wish to disclose  Sexual Orientation  Bisexual  Heterosexual  Lesbian or gay man  Transgender  Do not wish to disclose |

Personal data entered on this form may be held on computer files and processed in accordance with the General Data Protection Regulations (GDPR) (EU) 2016/679 and that by completing this form you are giving consent to the storage and use of such information for employment and monitoring purposes.