



Equality Policy and Public Sector Equality Duty

Introduction

The Equality Act 2010 harmonised and replaced most existing equalities legislation. It came into force on 10 October 2010, and for Higher Education Institutions (hereafter 'HEIs'), covering their functions as an employer and as a provider of education and services. Jesus College is considered to be an HEI under the Act.

The Act covers nine 'protected characteristics': age; disability; gender reassignment; marriage and civil partnership (but only in relation to employment); pregnancy and maternity; race (including colour, nationality, and ethnic or national origin); religion and belief; gender; and sexual orientation. Some of these remain the same as under previous legislation; for others, protection has been extended or reinforced.

The Act introduced the Public Sector Equality Duty ('the general duty'), which came into force on 5 April 2011, and replaced the previous separate equality duties for race, disability and gender.

The Public Sector Equality Duty

The College is subject to the public sector equality duty, which is intended to promote equality for all, not merely avoid discrimination. It sets out a specific duty and general duties. 'Specific duties', which aim to show how HEIs are responding to the general duty, were commenced on 10 September 2011. Institutions must meet both the general duty and the specific duties.

The general duty requires HEIs to have due regard in decision-making to the need to: eliminate discrimination, victimisation and harassment and other conduct prohibited by the Equality Act 2010; advance equality of opportunity between people from different protected groups, including:

- removing or minimising disadvantages suffered by people due to their protected characteristics;
- taking steps to meet the needs of people with protected characteristics - encouraging people with protected characteristics to participate in areas where their representation is low;
- fostering good relations between people from different protected groups, including tackling prejudice and promoting understanding.

Having 'due regard' means consciously considering the three aims listed above as part of its decision-making processes and when it is reviewing or developing policies. Due regard for 'advancing equality' involves removing or minimising disadvantages suffered by people due to their protected characteristics; taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.



'Fostering good relations' involves tackling prejudice and promoting understanding between people from different groups.

The specific duties require HEIs to:

- publish, no later than 31 January 2012, information to demonstrate their compliance with the general duty, and subsequently at intervals no greater than one year from the last publication;
- prepare and publish one or more specific and measurable objective(s) that it thinks it should achieve to meet any of the three aims of the equality duty. The objective(s) must be published not later than 6 April 2012 and subsequently at intervals of no greater than four years;
- publish information and objectives in a manner that is accessible to the public: this may be within another published document.

The College's Aims

Jesus College welcomes diversity among its applicants, students, staff, and visitors, recognising the contributions to the achievement of the College's objectives which can be made by individuals from a wide range of backgrounds and experiences.

Jesus College aims to provide an inclusive environment which promotes equality, values diversity and maintains an environment in which the rights and dignity of all its students and staff are respected. The College will work to remove any barriers which might deter people of the highest potential and ability from applying to the College, either as students or staff.

The College's Commitment

The College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity. As far as is practicable, no prospective or actual student or member of staff will unjustifiably be treated less favourably than any other, whether before, during or after their study or employment at Jesus College on one or more of the following grounds (subject to any legal constraints and in relation to the protected characteristics laid out in the Equality Act 2010): age; disability¹; gender (including gender reassignment); marital or civil partnership status; parental status; pregnancy or childbirth; race (including colour, nationality, and ethnic or national origin); religion or belief (including lack of belief); sexual orientation; or length or type of contract (e.g. part-time or fixed term).

Jesus College requires that all staff are offered equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post.

The College supports the aims of the University's Integrated Equality Policy, available at <http://www.admin.ox.ac.uk/eop/missionstatement/integratedequalitypolicy/>

¹ Under the Equality Act, a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.



The College already has a number of ways to ensure understanding of equality issues and compliance:

- Clear employment policies which encourage openness and equality in the way in which people are treated;
- Operating complaints procedures for staff and students with a grievance about unfair or unequal treatment;
- Online equality and diversity training;
- Regular meetings of a cross College equality and diversity.

Scope

This policy applies to all members of the College community, students, staff and Fellows whether permanent, temporary, casual, part-time or on fixed-term contracts, to job applicants, to student applicants, current and former students, to honorary and associate members and to visitors to the College.

With regard to students, this policy applies, but is not limited to, admissions, to teaching, learning and research provision, to scholarships, grants and prizes and other awards and benefits under the College's control, to student support and welfare, to access to College accommodation and to other buildings, facilities and services, to health and safety, to personal conduct and to student complaints and disciplinary procedures.

The College expects all its members to take responsibility for familiarising themselves with this policy and to conduct themselves in an appropriate manner towards other staff, students (prospective, current and former) and visitors. The College regards any breach of this policy as a serious matter to be dealt with through its agreed procedures and which may result in disciplinary action.

In order to realise its commitment to equality of opportunity and to fulfilling the public sector equality duty, the College will:

- promote the aims of this policy;
- promote equality of opportunity and foster good relations between people who share a relevant protected characteristic and people who do not share it, including tackling prejudice and promoting understanding;
- be proactive in eliminating discrimination, including harassment, victimisation and bullying, through training and the production, dissemination and review of its policies, codes of practice and guidance²;
- demonstrate due regard in decision-making to the requirements of the general duty of the Equality Act 2010, including understanding the effect of its policies and practices on equality;
- have regard to its obligations under relevant legislation, and for its policies, codes of practice and guidance to mirror the same and be changed to meet the demands of new legislation;

² The Act includes discrimination by association i.e. being related to, or friendly with, someone with a protected characteristic, or perceiving someone to have a protected characteristic.



- whilst acknowledging that they are not legally binding, have regard to any Codes of Practice issued or adopted by the Equality and Human Rights Commission;
- make this policy, as well as all codes of practice and guidance, available to all staff, students, contractors and suppliers, and visitors, who work, study, live in or visit the College;
- regularly review the terms of this policy and all associated codes of practice and guidance. The policy statement is supported by the College's Code of Practice on Freedom of Speech; Code of Practice on Harassment; and Complaints and Appeals Procedures.

These can be read online at www.jesus.ox.ac.uk/about/public-documents

The College's Responsibilities

The Governing Body of Jesus College has overall responsibility for setting strategic objectives and for taking all reasonable steps to ensure equality of opportunity and the prevention of discrimination, harassment and victimisation of staff, students and visitors in their relationship with the College.

The College's committees, which report to the Governing Body, are responsible for ensuring that the equality duty and connected policies are embedded in their duties and functions. They are responsible for the development, implementation and review of policies and practices to support the College's equality policy in relation to students, staff, resources, contractors and suppliers, visitors and others closely associated with the College.

College Officers and Heads of Department are responsible for the day-to-day implementation and delivery of the College's strategic objectives for equality and diversity in their own areas of responsibility. All employees with a managerial responsibility have a duty to undertake their responsibilities with due regard for equality and diversity matters. In particular, the Academic Director is responsible for academic staff and students and the Human Resources Director for non-academic staff.

All staff and students within the College have a duty to comply with its equality policies.

Monitoring and Audit

Institutions of Higher Education have a duty to collect and analyse data for equality monitoring purposes, in order to measure the effectiveness of policies. Current Equal Opportunities data regarding recruitment monitoring held at Jesus is incomplete but information on age, gender, nationality, disability and ethnicity is collected for academic and non-academic posts.



Undergraduate and graduate admissions

The college has subscribed to the University's Common Framework for Admissions, whereby data on undergraduate and graduate applications is collected and monitored by the University. It is also considered by Academic Committee.

Undergraduate statistics are available here:

<https://www.ox.ac.uk/about/facts-and-figures/admissions-statistics/undergraduate-students?wssl=1>

Postgraduate statistics are available here:

<https://www.ox.ac.uk/about/facts-and-figures/admissions-statistics/graduate-admissions-statistics?wssl=1>

The College gathers data on the profile and progress of accepted students, including information on ethnicity, disability and gender, which is considered by Academic Committee.

The College's committees meet regularly to consult on, and develop, the College's equality policies and practices. In addition, equal opportunities monitoring data is reported to the Governing Body.

At present, the equal opportunities data held by the College for current academic and non-academic staff are incomplete.

Applicants to academic and non-academic vacancies are asked to complete recruitment monitoring forms, to enable the College to gather data in relation to its recruitment activities.

Equality Objectives

As part of the College's commitment to the aims of the Public Sector Equality Duty, we are currently developing measurable equality objectives to demonstrate the College's compliance with the specific duties of the Act. The College will review its progress against these objectives on a regular basis and update this document.



The following equality objectives will be kept under review:

	Objective and purpose	Activities	Review date
1	To increase the College's activity in widening participation amongst BME undergraduate applicants	Participating in Target Oxbridge Host University summer schools Create a new hub school in south London	July 2020
2	Raise awareness of equality issues across College In 2018/19 all non-academic staff have completed training on equality and diversity and bullying and harassment.	Implement implicit bias training for recruitment and admissions for Governing Body, academic staff and appropriate non-academic staff Exploring the use of positive action in recruitment Encourage participation in equality and diversity issues through a variety of relevant events to raise awareness and reflect diversity within the College	30 June 2020
3	To review the College's collection of staff (academic and non-academic) recruitment data	To advance equality of opportunity between people from different protected groups, identify areas for improvement, and engage with groups of people with protected characteristics to encourage participation in areas where representation is low.	Ongoing
4	To keep under review the Harassment Policy and Procedure for staff and students	To meet the aim of the general equality duty to eliminate discrimination, victimisation and harassment by establishing clear and fair procedures by which any complaint about a breach may be investigated and resolved.	Ongoing



5	To review and improve accessibility and support for those with disabilities – in, joining and visiting the College	<p>Equality and diversity group to review the disability audit and identify actions as necessary</p> <p>Ensure compliance with the University's Common Framework for supporting students with disabilities. Ensuring implementation of student support plans</p> <p>Identify and implement reasonable adjustments, as necessary, to support members of College with a disability.</p>	Ongoing
6	To ensure that the College is aware of its gender balance at all levels (students, staff, and fellows) across College.	<p>Implicit bias training</p> <p>Exploring the use of positive action in recruitment</p>	Ongoing
7	Continue to monitor and consider ways of reducing equality gaps in Admissions	Consider the priorities of the College's Access Fellow with regard to encouraging applications regardless of background	Ongoing
8	Review the College's policies in relation to its Prevent duties	To ensure that policies relating to statutory Prevent duties do not undermine our statutory Equality duties.	Ongoing

The College will keep its equality objectives under review and will update this document as and when it is necessary during the academic years 2017/18, 2018/19 and 2019/20.

Jesus College, 2019



Protected Characteristics

For disability, sex, sexual orientation, gender identity and transgender issues, Jesus College has developed specific policies to ensure equality of opportunity and to prevent discrimination. Where specific policy has not been developed, the general statement below applies.

Age

The general statement ensures that staff or students sharing this protected characteristic are not discriminated against and are encouraged to engage positively in the life of the College.

In accordance with legislation, the College has an Employer Justified Retirement Age (EJRA) policy which applies to Academic staff (Grade 8 and above) and Fellows of the College.

Disability

The College practice and policies have developed to ensure equality for staff and students declaring a disability and have led to the development of the specified policy on disability at Appendix I. The College has adopted the University's Common Framework for Supporting Disabled Students. A copy of the Common Framework Statement is available at <http://www.ox.ac.uk/students/welfare/disability/study>.

Gender reassignment

Staff or students sharing this protected characteristic should not be discriminated against and are encouraged to engage positively in the life of the College. Moreover, as part of the policy on sexual orientation and gender identity, the College is committed to providing appropriate positive support for staff or students undergoing gender reassignment whilst a member of the College. The College has a transgender policy.

In considering gender balance within the College, individuals' declared gender will be used in calculations of the female:male ratio.

Pregnancy or Parenthood

The general statement ensures that staff or students sharing this protected characteristic are not discriminated against and are encouraged to engage positively in the life of the College.

Family leave entitlements (maternity, adoption, paternity parental leave and shared parental leave) are available to all members of staff within the College.

With regards to students, the College's policy on intermission of studies specifically allows for a period of suspension without prejudice for students who are pregnant.

Race (inc. ethnic or national origin, colour or nationality)

The general statement commits the College to ensuring that staff, students and visitors are treated equally, irrespective of race.



In relation to Access and Admissions policy, the College continues to work in conjunction with the University of Oxford Admissions Office and the Admissions Executive to encourage applications from under-represented groups, including ethnic minorities.

The College strives to ensure that all staff involved in selection and interviewing candidates for admission are aware of the law and conduct the relevant procedures in manner that is fair, consistent, transparent and open to all.

Religion or belief (including lack of belief)

The general statement ensures that this is not a consideration when determining which students to admit, when employing a new member of staff or when considering promotions for existing staff. The recruitment of the Chaplain is exempt from this, as permitted by statute.

Sex and gender

The College seeks to ensure that all staff and students in the College are treated equally, irrespective of their gender.

Sexual Orientation

The College has a separate policy on sexual orientation and gender identity. This accords with the general statement that an individual's sexual orientation will not be considered when determining which students to admit, when employing staff or when considering promotions for existing staff. The policy on sexual orientation and gender identity also provides detail on how the College seeks to deal with, and eradicate, instances of homophobia.

Marriage and Civil Partnership

Although not subject to all of the general duties, the College recognises the requirement for due regard to ensuring that individuals are not unlawfully discriminated against as a result of their partnership/marriage. The College's general statement provides for this.



Appendix I – Disability

Definition

The College recognises that a disabled person is someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

The social model of disability, which accepts that disability is socially created, informs our disability policy. Responsibility lies with the College to identify barriers or elements of social organisation that exclude people on the basis of disability and work towards removing them whenever reasonably possible. Examples of such barriers include:

- Inflexible organisational procedures and practices
- Inaccessible information
- Inaccessible buildings
- Inaccessible transport
- Discriminatory health and social support services.

To aid with the further identification and elimination of such barriers, staff and students are encouraged to disclose their disabilities, as this will help us meet our obligations.

Jesus College Aims

The College seeks to:

- Promote equality of opportunity between disabled persons and other persons;
- Provide a work place and learning environment in which staff, students and visitors are treated with dignity and respect and where discrimination and harassment have no place;
- Create an environment, which is as accessible as it reasonably can be given pre-existing constraints, to disabled students, staff and visitors;
- Promote positive attitudes towards disabled persons;
- Encourage participation by disabled people in all aspects of College and public life;
- Take account of the disabilities of staff, even where this involves treating people with disabilities more favorably than other staff.

In practice, this means that the College must take account of disability equality in every area of its day-to-day work.

Students with a disability

The College attempts to tailor its response towards the needs of individual students with a disability where it is appropriate to do so. Taking a holistic approach to the academic and domestic requirements of each student, the Academic Director will routinely meet with students who have disclosed a disability that requires adjustments to be made and, where appropriate, involve colleagues from the University of Oxford's Disability Advisory Service and departments/faculties.

Records of agreed academic and/or domestic adjustments are held in the Academic Office. The College makes every effort to accommodate the needs of individuals, but at all times adheres to the principle that any adjustments must be reasonable.



The College's policy is to have in place a number of general provisions for students with disabilities, at interview, on arrival and during their time at the College:

1. The College website encourages potential applicants with a disability to contact the Tutor for Admissions and, wherever possible, to visit the College before applying in order to discuss their particular needs and to look at the facilities available.
2. Information on disabilities is taken from UCAS forms for undergraduate applicants and University application forms for graduate applicants to determine where it may be necessary to institute individual arrangements at interview.
3. Disabled applicants who are called for interview are contacted in advance to ensure that any individual interview arrangements required are put in place and that all those invited to interview, whether or not they have a declared disability, are given a further opportunity to disclose any individual needs.
4. In all cases when a prospective or existing student discloses a disability, it is understood that the extent to which that information can be shared is limited by the consent of the student to pass on such information.
5. All new students are given the opportunity to attend a group session outlining the full range of the College's welfare provision. This includes information on student-led initiatives relating to welfare.
6. All new students are strongly encouraged to register with the College GP in order to simplify the process of requesting any adjustments required for examinations as well as ensuring an integrate approach to their welfare whilst they are at College.
7. The Welfare Team are available in College during the week to provide confidential advice and guidance to all students, including those with a disability, whether formally disclosed or not.
8. All students receive an email from the Academic Services Manager at the start of the year which includes an invitation to disclose a disability if they have not previously done so. The advice given is tailored to the individual upon making such a disclosure, but generally, students are encouraged to contact the University's Disability Advisory Service for an appropriate academic, domestic and allowance assessment.
9. The College Library maintains a section on study skills and holds a stock of books on mental health issues, specific learning difficulties, and study skills.
10. The Academic Committee receives and monitors anonymous data supplied by the University, augmented by the College's own data, on students who have either formally or informally disclosed a disability.

Staff with a disability

The College welcomes applications from disabled persons and makes every effort to support disabled employees. The College makes every effort, if employees become disabled, to enable them to stay in employment. The College is committed to ensuring that all employees develop the level of disability awareness needed to make the College's commitment to disability equality work.

The College's policy is to have in place a number of general provisions to encourage disclosure of disabilities amongst both academic and non-academic staff at application, on appointment and throughout their employment with the College:

- I. Job advertisements indicate that the College is an equal opportunities employer and, in the further particulars and (where applicable) application form, applicants



are invited to make a disability disclosure through the submission of an equal opportunities monitoring form. Throughout, assurances are given that the information supplied on that form is not shared with the selection committee.

2. Where applicants are invited for interview they are encouraged to disclose any access or other requirements that they might have. The College is committed to the principle of reasonable adjustment to ensure that all shortlisted candidates are able to attend for interview.
3. On appointment, individuals are invited to disclose any disabilities and are assured that disclosure (or non-disclosure) is not a condition of employment.
4. All new joint appointments with the University of Oxford are required to undergo a health assessment by the University.



Appendix 2 – Sex and Gender

The College aims to advance equality of opportunity and treatment for all people working and studying at the College or applying to do so, and to ensure unfettered access to all services provided by the College irrespective of gender. In order to achieve this, the College will:

1. Take steps to establish a good gender balance in decision-making processes in all areas of the College's activities.
2. Continue research into gender gaps in student admissions and progress.
3. Support the University's research into causes of the gender gap in final examinations.
4. Encourage more women to apply for academic posts, both for College appointments and by supporting the University in this objective for joint appointments.

Students and gender equality

The College is committed to ensuring that all students are admitted and able to achieve their full potential on the basis of academic merit alone. The College aims to provide services and support on a gender-neutral basis, but recognises that the persistence of a gender gap in final examinations requires initiatives to support female students in closing that gap. The College also aims to protect an equal gender balance in the student population, insofar as it is possible to do so without infringing academic integrity, and might do so through the instigation of specific access or widening participation initiatives.

In this context, it is the College's policy to:

1. Further develop its access and widening participation activities in ways to ensure that applications to the College and to Oxford more generally are received from the widest possible field with men and women represented equally.
2. Support the University in the development of an access and widening participation agenda, which, whilst being gender-neutral in terms of outcomes, is tailored to ensure a balance between male and female participation in higher education.
3. Continue to participate in the Common Framework for Colleges and Faculties (www.admissions.ox.ac.uk/news/common_framework.shtml) and continue to be fully committed to the Code of Practice for Undergraduate Admissions (www.admissions.ox.ac.uk/guides/cop.shtml).
4. Support the University in its efforts to ensure gender equality in the admission of graduate students.
5. Continue the role of the Fellow for Welfare and International Fellow as Fellows of the College to specifically represent the diverse needs of students in College.
6. Ensure that resources for non-academic student activities are allocated on a gender-neutral basis.
7. Give due consideration to the need to provide services and resources specific to the needs of individuals, separately.
8. Monitor the gender balance both in terms of population and academic performance, and specifically in relation to final examination performance, through Academic Committee so that proposals can be made to Governing Body to ensure equality in this area.



Staff and gender equality

The College is committed to ensuring that men and women, and those of a non-binary gender, employed by us are treated equally and seek to ensure that there is a good gender balance amongst its workforce. The College supports the staff benefits provided by the University and, as far as possible attempts to replicate similar arrangements for academic and non-academic College-only appointments. In this context, it is the College's policy to:

1. Prefer equal representation of men and women on both statutory and ad hoc committees where it is reasonably practical to achieve.
2. Continue to support the University in the development and progression of its Gender Equality Scheme (www.admin.ox.ac.uk/eop/gender/policy).
3. For each academic post that becomes vacant, consider appropriate mechanisms to encourage a greater number of applications from women than are traditionally received.
4. Ensure that recruitment, progression and promotion are based entirely on relevant criteria, which do not include considerations of gender.
5. Adhere to the principle of equal pay for work of equal value.



Appendix 3 – Sexual Orientation and Gender Identity

The College aims to create an environment in which all staff and students, whatever their sexuality or gender assignment, feel equally welcome and valued, and in which homophobia is not tolerated.

The College recognises the extent of heterosexist assumptions in society, and the existence of homophobia and transphobia. In this regard, it is the College's policy that:

1. Recruitment, progression and promotion of staff is based entirely on relevant criteria, which do not include sexual orientation.
2. Everyone is treated with equal dignity and fairness regardless of their sexual orientation.
3. Homophobic and transphobic abuse, harassment or bullying (e.g. name-calling/derogatory jokes, unacceptable or unwanted behavior, intrusive questions) is a serious disciplinary offence, and will be dealt with under the appropriate procedure as published in relevant handbooks.
4. Homophobic and transphobic propaganda, in the forms of written materials, graffiti, songs or speeches will not be tolerated. The College undertakes to remove any such propaganda as quickly as possible whenever it appears on the premises and to take action against those responsible.
5. The College will provide a supportive environment for staff or students who wish it to be known that they are LGBTQI³. However it is the right of individuals to choose whether they wish to be open about their sexuality in College. To 'out' someone, whether staff or student, without their permission is a form of harassment, and will be treated as such.
6. Assumptions will not be made that partners of staff and students are of the opposite sex. Whenever possible, workplace benefits will apply equally to same-sex partners.
7. The College welcomes and will provide appropriate facilities for LGBTQI student and staff groups.
8. LGBTQI issues will be included in all equality training, internal attitudinal surveys, monitoring of complaints of harassment etc. and the results published.
9. Staff and students undergoing gender reassignment will receive positive support from the College to meet their particular needs during this period.
10. Recognition is given that LGBTQI students come from diverse backgrounds and the College will strive to ensure that they do not face discrimination either on the grounds of their sexual orientation or with regard to other aspects of their identity.

³ LGBTQI: Lesbian, Gay, Bisexual, Transgender, Queer and Intersex.



Appendix 4 - Jesus College Policy on Transgender Issues

The objective of this policy is to protect all employees and students of the College from discrimination or harassment connected with any aspect of one's gender. It seeks to ensure that Jesus College is a place where gender non-conforming ideas, feelings, performance, behaviour and identity are respected and any good faith decision to transition is fully supported.

The first point of contact for a student wanting to come out as trans at College is the Academic Director, Dr Alexandra Lumbers (academic.director@jesus.ox.ac.uk). Other members of staff, such as those in the Welfare Team, may also be approached. Any staff member wishing to transition, or to discuss their gender identity in confidence, may do so with the Academic Director (academic staff) or HR Director. The staff/student's wishes and needs will be respected at all times, and the process will be staff/student-led. If the member of staff/student wishes to go through the process of changing their name and gender officially, any of those named above will work with the student or staff member and other relevant members of college so that the staff member/student has as little stress placed upon them as possible.

We acknowledge that some students may have concerns about coming out as trans (perhaps regarding those at home finding out, or about visas if they are an international student) and we can certainly be flexible in coming to arrangements on such issues if they are raised. Students requiring time away from their studies for medical reasons should feel free to mention this to us so that options for deferral and/or suspension can be discussed. All conversations regarding this process will be handled sensitively and respectfully.

Jesus College is understanding of the wide and varying needs of students' and staff members' individual gender identities, and strives to support each student and staff member as much as possible; as part of this, College welcomes constructive feedback to ensure our support is correct. Staff members and students may speak to any relevant member named above to discuss their experiences.

The College supports the University Transgender guide and policy which is available at <http://www.admin.ox.ac.uk/eop/transgender>