

New College Durham

Race Equality Policy for Staff

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

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Race Equality Policy for Staff

(Equality and Diversity Assessment)

We will consider any request for this policy to be made available in an alternative format.

We review our policies regularly to update them and to ensure that they are accessible and fair to all. All policies are subject to equality impact assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of race, gender, disability, age, religion, sexual orientation or human rights.

We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility or fairness of the policy.

To make suggestions or to seek further information please contact:

Human Resources Department
human.resources@newdur.ac.uk
Tel: 0191 375 4025/4023
Fax: 0191 375 4008

Equality Impact Assessed: May 2009

New College Durham

Race Equality Policy for Staff

1. Introduction

- 1.1 This policy has been devised to assist the College in meeting our legal obligations/duties as set out in the Race Relations Act 1976 as amended by the Race Regulations (Amendment) Act 2000.
- 1.2 This policy is not designed to be a standalone document and should be read in conjunction with all other HR policies, in particular the Equal Opportunities Policy.
- 1.3 The Race Equality Policy for Staff has been developed to enhance and support New College Durham's Equal Opportunities Policy in the promotion of equality of opportunity across all areas of employment.
- 1.4 This policy focuses on staff/employment issues. For student issues please refer to the Race Equality Policy for Students.

2. Definitions

- 2.1 References to racial discrimination or racism within this policy refers to discrimination on the grounds of a person's colour, race nationality, ethnic or national origins.

3. Commitment

- 3.1 New College Durham celebrates and values the diversity brought to its workforce by individuals, and believes that we will benefit from engaging employees (potential employees) from a variety of racial, ethnic and national backgrounds. We will treat all employees with respect and dignity and do our utmost to provide a positive working environment free

from discrimination, harassment or victimisation.

3.2 The College will not only seek to eliminate discrimination but also to create a working environment based on positive relations between members of different racial groups.

4. Statement of Intent - Race Equality

4.1 New College Durham is committed to:

“the effective promotion of equal opportunities in all areas of employment, and the elimination of racial discrimination of employee and/or potential employees and undertakes to:

- eliminate racial discrimination wherever found in the College;
- promote, in all its activities good relations between people of different racial groups;
- review all employment activities to ensure that they promote equality of opportunity;
- effectively monitor and publish the results of such monitoring.”

5. Roles

5.1 All employees of New College Durham have a responsibility for the successful operation of the Race Equality Policy for Staff.

5.2 There are a number of individuals/College bodies who are tasked with specific responsibilities to develop, promote, implement and monitor the Race Equality Policy for Staff. These are:

5.2.1 The Board of the Corporation who will monitor and evaluate the effectiveness of this policy;

5.2.2 The Director of Human Resources and Facilities will ensure that the responsibilities he/she undertakes as outlined in paragraph 4.1.2 of the Equal Opportunities Policy will also be specifically applied to race equality;

5.2.3 Individual College Managers will ensure that the responsibilities they undertake as outlined in paragraph 4.1.3 of the Equal Opportunities Policy will also have been specifically applied to race equality;

5.2.4 All Staff are required to comply and promote the aims and intent of this policy.

6. Dealing with discrimination

6.1 Harassment on the grounds of race is viewed by the College as a serious disciplinary offence which if proven may lead to the dismissal of an employee. For further details of dealing with harassment claims please refer to the College's Bullying, Harassment and Victimisation Policy.

6.2 Allegations of employee behaviour that contravenes this policy will be dealt with under the College's disciplinary policy.

7. Contracted out Service

7.1 Where a service is contracted out to a third party (ie. Aramark) the College retains responsibility for carrying out its obligations/requirement under the Duty in relation to that service. The College will ensure that that its requirements under the Duty from part of the performance management process in relation to the delivery of any contracted out service.

8. Action Plan

8.1 Our Action Plan has been derived to meet the aims and objectives of this policy. The plan will continue to be

reviewed on a regular basis.

9. Monitoring

9.1 The success of this policy depends on the degree of commitment of all employees of New College Durham. The effectiveness of the policy can only be judged by using feedback on how the policy operates.

9.2 The Director of Human Resources and Facilities will prepare a report which will utilise effective monitoring systems to collect relevant data to allow analysis, every six months of the effectiveness of the policy, by the Board of the Corporation, with the monitoring by racial groups of:

- the racial composition of all employees;
- applicants for posts, promotion and training (and subsequent appointments);
- grievances, disciplinary action and decisions made;
- harassment and discrimination complaints;
- numbers and racial composition of employees who receive training;
- numbers and racial composition of employees leaving the College, broken down by:-
 - Dismissals;
 - Resignations
 - Redundancies;
 - Retirements;
 - End of Contracts (eg Fixed Term Contracts);
 - Departures on grounds of Ill Health

9.3 The report detailing the analysis will compare the racial composition of the workforce and job applicants to prevailing norms within the region. Where statistical analysis does not provide the detailed analysis sought then the possibility of

providing further information via confidential case studies will be explored and utilized where appropriate.

9.4 Additionally, this monitoring information will be supplemented by the monitoring undertaken in accordance with the College's Equal Opportunities Policy (reference paragraph 6.2 of the Equal Opportunities Policy).

9.5 Following ratification by the Board of the Corporation of the report detailed at 4.1, the reports contents will be disseminated by:

- discussing it at the College's Joint Consultative Committee;
- placing a full copy of the report on the College's intranet site;
- presenting reports for consideration of the Equality and Diversity Groups;
- specifically highlighting its contents at Staff Induction;
- making copies of the paper available on request from the Human Resources Department.

10. Policy Review

The effectiveness of this policy will be monitored annually and reviewed every five years in light of experiences and best practice. This mechanism recognises that changes in employment legislation may prompt a review of this policy before the five years stipulated.

In considering the effectiveness of this policy consultation will be undertaken with Trade Unions, staff and managers to assist in this review process.

Implementation Date:	October 2002
Review Date:	October 2006
Second Review Date:	October 2011

