



Equality and Diversity Policy

Version	Date	Changes	Reason for Changes	Author/Reviewer	Next Review
v2.1	March 2024	Amendments of minor syntax and spelling errors	Annual review was due	Mohammad T Islam (Head of Academics & Quality Control)	March 2025/ As required
v3.1	March 2025	Amendments of minor syntax and spelling errors	Annual review was due	Mohammad T Islam (Head of Academics & Quality Control)	March 2026/ As required

1.0 Introduction

The equal Opportunities policy of Commonwealth College is that in the recruitment, selection, education and assessment of students and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets or is likely to meet the requirements of the programme or course or post.

The requirements being met, no student or employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality (within current legislation), disability, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

The College is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

This Policy means that all students and employees of Commonwealth College have the right to study or work in an environment free from discrimination, prejudice and all forms of harassment or bullying.

Commonwealth College is committed to a programme of action to ensure that its policy is implemented and monitored at an organizational and individual level. Factors such as sex, marital status, ethnic origin, race, religion, colour, nationality, and disability should not be taken into account for the purposes of:

- **STAFF**

Recruitment, appointment, training, appraisal, promotion, discipline etc.

- **STUDENTS**

Application to and acceptance on to a course of study, and assessment of academic performance.

Selection for a course of study or for a job should be made solely on merit. All queries, letters, complaints on equal opportunities and diversity policies of the College should be addressed to: Commonwealth College

Industrial House 16-17 Grand Arcade, North Finchley, London N12 0EH

2.0 Responsibilities

The Principal has overall responsibility for the implementation of this policy and is accountable for it to the Management Committee. Directors are responsible for ensuring the Equal Opportunities policy is implemented in all parts of the company, for ensuring staff understand the policy and their roles within it, and for providing reports and monitoring information.

Everyone in Commonwealth College has a responsibility to ensure proper implementation of the policy.

3.0 Basic Principles

This policy sets out why equal opportunities are important to Commonwealth College, the basic principles to be followed are:

We define Equal Opportunities in two ways:

1. As the process by which we strive to ensure that everything we do is fully inclusive and so meets the needs of and is fair to those who are disadvantaged by prejudice and indifference;
2. As combating the injustice faced by some groups and individuals when, both directly and indirectly by organizations and society as a whole, prejudice is put into effect.

Principles: Commonwealth College will uphold Equal Opportunities:

1. In employment, by developing policies which ensure that no job applicant, employee, volunteer or trainee is unfairly discriminated against because they are refugees or asylum seekers or on the basis of their race, ethnic origin, culture, gender, sexuality, disability, age or religion.
2. In service delivery, by providing appropriate, sensitive and impartial services and being accessible to all Students.

3. By fostering a co-operative working environment which is free from harassment or victimization and which promotes good relations
4. Among staff, to create the conditions for the full development of their potential;
5. By promoting the values contained in the Policy in our relationships with other organizations.

In implementing these principles, Commonwealth College will ensure that it meets all the necessary legal requirements and, particularly as an umbrella organization, strives to set standards of good practice that others will follow.

4.0 Valuing Diversity

Sexual Orientation

We want Commonwealth College to be a place where people of different sexual orientation including lesbians and gays among our students and clients can feel it is safe and comfortable to be open about their sexuality. We will challenge negative views and provide training so that there is a better understanding of the issue amongst our students.

Disabled People

We will increase awareness in the organization about the needs of disabled students, users and visitors. We will work to ensure our practices do not restrict the use of our services or the contribution people with disabilities can make to our work.

We will actively seek opportunities to improve acceptance to our premises and services for people who use mobility aids and who have sight and hearing restrictions.

Age

As current legislation does not protect all members of society from discrimination, we ensure that we do not unfairly discriminate against the recruitment of students or the provision of services on grounds of age.

5.0 The statutory framework

This Policy sets out how Commonwealth College intends to meet its obligations under

the following legislation:

- The Race Relations Act;
- The Sex Discrimination Act;
- The Disability Discrimination Act.
- The Equal Pay Act
- The Human Rights Act

The End