



ST. HUGH'S COLLEGE, OXFORD

## **EQUALITY, DIVERSITY AND INCLUSION POLICY**

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Author/Responsible Officer: David Marshall, EDI Lead

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# Equality, Diversity and Inclusion Policy

## **St Hugh's College's Aims**

The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all of its staff and students are respected.

## **St Hugh's College's Commitment**

The College embraces diversity amongst its members and seeks to achieve equity in the experience, progression and achievement of all students and staff through the implementation of transparent policies, practices and procedures and the provision of effective support.

The College recognises that equality should be embedded in all its activities and will seek to promote awareness of equality and foster good practice. St Hugh's is committed to a programme of action to support its Equality Policy, to monitoring its effectiveness, and to publishing information on progress towards equality aims.

In exercising these policies, practices, procedures and other functions, St Hugh's will have due regard to its duties under the Equality Act 2010 and to the protected characteristics specified within it (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation), as well as other relevant circumstances including parental or caring responsibilities, contract type, and working hours.

In particular, St Hugh's College will:

- Encourage applications for study and employment from the widest pool of potential candidates, especially where representation is disproportionately low;
- Take steps to meet the particular needs of individuals from protected groups where these are different from the needs of others;
- **In respect of students**, seek to attract applicants of the highest quality and potential, regardless of background. Decisions on the admission of students will be based solely on the individual merits of each candidate and the application of selection criteria appropriate to the course of study; and
- **In respect of staff**, ensure that entry into employment and progression within employment are determined solely by criteria which are related to the duties of a particular post and the relevant salary scale; and support career development and progression to ensure diverse representation and participation at all levels.

## **Discrimination and other Prohibited Conduct**

St Hugh's College expects all members of the College community to treat each other with respect, courtesy and consideration and does not tolerate any form of discrimination, bullying or harassment.

The Equality Act 2010 defines four categories of prohibited conduct, all of which apply in a College context and constitute breaches of this Policy and of the relevant Code of Discipline:

- **Direct Discrimination:** treating someone less favourably because of a protected characteristic.
- **Indirect Discrimination:** imposing a provision, criterion, or practice that puts someone with a protected characteristic at a particular disadvantage and which is not a proportionate means of achieving a legitimate aim.
- **Harassment:** unwanted conduct relating to a protected characteristic with the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment; or unwanted conduct of a sexual nature.
- **Victimisation:** subjecting someone to a detriment because they have raised a complaint or supported someone else's complaint related to a protected characteristic.

### Application of the Equality Policy

This Policy applies to all members of the College community, including students and staff, applicants, associate members, and visitors.

All members of the College community are expected to act in accordance with this Policy and to treat colleagues with respect at all times.

All visitors to the College, including contractors, and people operating on behalf of St Hugh's, whether on College premises or elsewhere, have a responsibility to behave in accordance with the principles of this Policy.

As appropriate within the collegiate university, individuals may additionally be required to observe the equality policies adopted by other colleges when visiting those colleges' sites or otherwise operating in their college context.

### Responsibilities

- **Governing Body** will provide mechanisms through which the University of Oxford and St Hugh's College's strategic objectives for equality and diversity can be determined.
- **Equality Committee** oversees the implementation of the Equality Policy, the production of the annual Equality Report, Action Plan and Benchmarks and measures progress against the Action Plan.
- **Fellows and Managers** are responsible for the day-to-day implementation of this Policy and for supporting the delivery of St Hugh's College strategic objectives for equality and diversity with the College constituency for which they are responsible.
- **All academic staff** should promote an inclusive research and learning environment.

- **All support staff and students** have a responsibility to observe this Policy.

## **Complaints**

Any prospective or current student, academic or member of staff, or visitor who has a complaint concerning a breach of this Policy, may bring such a complaint to the College.

Complaints by current students will be dealt with under the Student Complaints Procedure as set out in Appendix N of the College Bylaws. Complaints about the College's provision of services should be made in the first instance to the Domestic Bursar or the Bursar. Complaints about alleged harassment or discrimination should be made to the Dean (if relating to the alleged conduct of current students); to the Bursar or the Head of Human Resources (if relating to the alleged conduct of members of non-academic staff); or to the Senior Tutor (if relating to the alleged conduct of members of academic staff). Any current member or employee of College may contact one of the College's Harassment Advisors for confidential advice on anything that they believe might amount to harassment.

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.