Equality, Diversity and Inclusion ("EDI") Policy

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Equality, Diversity and Inclusion ("EDI") Policy

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Scope

This policy covers all current and potential employees, contractors, consultants, agency workers, suppliers, candidates, examiners, customers of and visitors to Trinity. It covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex or sexual orientation as set out in the Equality Act 2010. Trinity College London recognises that there can be difference between the physical sex and gender assigned as birth and an individual's gender identity/expression, therefore, this policy also covers discrimination on the basis of a person's gender identity. This policy should be read in conjunction with the Equality Opportunities Policy.

Policy

Trinity College London ("Trinity") recognises that providing equality of opportunity, valuing diversity and promoting a culture of inclusion are vital to our success. We want out staff, candidates, suppliers, partners and customers to reflect the diversity of the regional, national and international communities that we serve. We aim to be a place where people can be free to be themselves no matter what their identity or background. By creating working and social environment in which individual can utilise their skills and talents to the full without fear of prejudice or harassment, we aim to create a culture where everyone can reach their fullest potential. We will ensure that equality is embedded in all our activities, policies and decisions and will work with our partners to share good practice. Key to this is our commitment to implementing a programme of activity to progress our equality aims and objectives.

Commitment

Equality is at the heart of our Mission Statement and our aim is to make full use of people's talents and skills by creating an open and inclusive workplace culture where people from all backgrounds can work together or take our examinations or use Trinity products with dignity and respect.

We will take active steps to fulfil our responsibilities and promote good practice by:

- Complying with legal obligations in a transparent manner
- Developing and publishing Trinity-wide diversity objectives as well as mainstreaming equality, diversity and inclusion ("EDI") into the organisation's planning process
- Publishing this policy widely amongst staff and on our website
- Assessing the impact of policies, content and working practices to identify, remove or mitigate any disadvantage to underrepresented groups or recognise any cultural or religious sensitivity of differences
- Taking action to redress any gender, racial or other imbalance highlighted from monitoring data
- Promoting awareness and understanding of EDI matters among staff and other parties through policies, training, guidance and campaigns
- Engaging with staff in respect of changes which may affect their employment
- Ensuring that staff, customers and candidates and applicants to work are treated fairly and judged solely on merit and by reference to their skills and abilities
- Raising awareness of our policies and commitment to EDI with external suppliers, contractors and partners and encouraging them to follow similar good practice

- Ensuring the Trinity offices and centres are, as far as reasonably possible, welcoming and accessible to all
- Making sure reasonable adjustments are made, as appropriate, to enable staff and candidates with disabilities or additional needs to overcome barriers in the working, learning and social environment
- Requiring that our content and examination material, where practical, includes positive and diverse content that is sensitive and relevant to our global community
- Ensure compliance with employment and equal opportunity legislation and regulations in the countries in which Trinity works
- Ensuring staff and other parties are provided with appropriate tools so that they feel confident to discuss EDI issues and raise any concerns
- Dealing with potential and actual acts of discrimination, harassment and bullying appropriately under relevant Trinity policy and taking appropriate action where necessary

Roles and Responsibilities

Everybody working for or connected with Trinity has a responsibility to promote EDI. The Chief Executive has ultimate responsibility for ensuring that this policy is fully implemented. The Director of People and Culture is responsible for leading the implementation of the Trinity strategy in relation to equality, diversity and inclusion for staff and in conjunction with the rest of the Executive team in relation to Trinity content and operational activity.

Implementation Requirements

This policy will be implemented through an Equality and Diversity Committee. Progress against actions and objectives will also be reported to the Executive Management Team on a regular basis.

We will access the impact of this policy by monitoring as follows:

- The People and Culture Department will collect and analyst monitoring data on staff and report this information annually to the Executive Management Team
- The Quality and Standards Department will coordinate the collection and analysis of candidate monitoring data
- The Marketing Team will put in place ad maintain measures to ensure that, as far as possible, Trinity content in created in line with the provisions set out in this policy

This policy will be reviewed regularly to ensure that it reflects best practice and current legislation.

Training

All staff are required to take part in EDI training appropriate to their role with new staff required to take EDI training as part of their induction. EDI training is to be refreshed annually for all staff members.

Complaints and Procedures related to Equality, Diversity and Inclusion

Trinity expects all members of its staff and wider community to treat others equitably, with dignity and respect. Anyone who believe they have been discriminated against, harassed or bullied has the right to make a complaint free from victimisation or fear of retaliation.

Please refer to staff and candidate policies for the appropriate procedure to follow.

Change Control

Change History

The following changes have been made to this document:

Version	Date	Author	Change Summary
0.1	2022-04-12	Recruitment Partner	Note on EDI Training is refreshed yearly for all staff.

Change Approval

The changes to this document have been approved by the following personnel:

Version	Date	Approver
0.0	2022-04-12	Policy Management Group