

TITLE	EQUAL OPPORTUNITIES POLICY
Objective	<p>To ensure that employment decisions are based on business needs and the individual's ability to do a job.</p> <p>To encourage the establishment of a diverse workforce, to meet statutory requirements and to prescribe the standards that should be applied in relationships within the Company and with third parties.</p>
Scope	<p>All Trinity employees on the payroll, agency temporary workers, including any individuals working on Trinity premises via a third party provider and applicants for employment.</p>
Statement	<p>The Company is committed to the principles and practices of equal opportunities in employment.</p> <p>Employment decisions will be made without regard to race, colour, religion or belief, gender, sex, sexual orientation, age, ethnic or national origin or disability. Decisions will be made on grounds of ability to do a job, performance in that job and potential to do a job. The Company opposes any form of less or more favourable treatment accorded to employees or applicants on any other basis.</p> <p>Managers have a responsibility to ensure awareness of and compliance with, equal opportunities practices within their departments or functions. The Company is committed to supporting and promoting its equal opportunities policy.</p> <p>The contents of this policy are not contractual. An employee should refer to his/her Trinity Terms and Conditions of Employment for contractual information relating to his/her employment. However, it is the responsibility of every employee to familiarise him/herself with, and to comply with, this policy. Employees should ensure that they are referring to the current version, which is available from the Human Resources Department. The Company reserves the right to amend this policy, following appropriate consultation, without compensation.</p>
Definition of discrimination	<p><b>Direct</b> discrimination occurs where a person is treated less favourably than another in the same circumstances.</p> <p><b>Indirect</b> discrimination occurs where a provision, criterion or practice is imposed on employees, people in specific groups are disproportionately less able to comply with that provision, criterion or</p>

	<p>practice, and not being able to comply places those people at a disadvantage. There is no indirect discrimination if the requirement or condition can be justified on objective business grounds which are not related to the sex, sexual orientation, age, race or religion or belief of the individual.</p>
<p><b>Definition of Harassment</b></p>	<p>Harassment is defined as unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for him/her.</p> <p>Harassment is any demeaning action, comment or form of offensive behaviour based on individual circumstances such as race, religion or belief, sex, sexual orientation, age or disability, or any other personal circumstances. It may be directed at individuals or groups, and can take many forms including victimisation, bullying, verbal abuse, the display of offensive material, demands for sexual favours, unwanted physical contact, assault and exclusion from social and work groups. An individual incident can amount to harassment if sufficiently serious.</p> <p>Any incident of harassment will be considered to be a disciplinary offence. Harassment which has sexual and/or racial/religious overtones, or which is based on a person's age or disability, may also constitute sex, sexual orientation, age, race, religious or disability discrimination contrary to the relevant employment legislation.</p> <p>Refer to the Trinity Harassment and Bullying Policy.</p>
<p><b>Definition of Victimisation</b></p>	<p>Victimisation is when an individual is treated detrimentally because he/she has complained about discrimination or harassment or has given evidence relating to a complaint about discrimination or harassment (e.g. labelling an individual as a 'troublemaker').</p> <p>Any incident of victimisation will be considered to be a disciplinary offence.</p>
<p><b>Sex Discrimination</b></p>	<p>The Sex Discrimination Act 1975 (as amended), the Employment Act 1989, Equal Pay Act 1970 (as amended) and the Sex Discrimination (Gender Reassignment) Regulations 1999:</p> <ul style="list-style-type: none"> <li>• Make it unlawful for employers to discriminate directly or indirectly on the grounds of gender, gender reassignment or marital status in employment matters, and</li> <li>• Give men and women the right to equal treatment with regard to any terms and conditions of employment when they undertake work of equal value (special provisions for women in connection with maternity, and also certain pensions and life insurance scheme provisions, are excluded).</li> </ul>

<p><b>Sexual Orientation</b></p>	<p>The Employment Equality (Sexual Orientation) Regulations 2003 makes it unlawful for employers to discriminate directly or indirectly against workers on the grounds of their actual or perceived sexual orientation. An individual will not be required to disclose his/her sexual orientation and will be able to make a claim if he/she believes he/she has suffered a disadvantage because of assumptions about his/her sexual orientation.</p> <p>'Sexual orientation' is defined as orientation towards:</p> <ul style="list-style-type: none"> <li>• Persons of the same sex (gay men and lesbian women);</li> <li>• Persons of the opposite sex (heterosexual men and women); and</li> <li>• Persons of the same sex and the opposite sex (bisexual men and women).</li> </ul> <p>The Regulations do not extend to sexual practices and preferences.</p>
<p><b>Race Discrimination</b></p>	<p>The Race Relations Act 1976 (as amended) makes it unlawful for employers to discriminate directly or indirectly against workers on the grounds of race.</p> <p>'Racial grounds' and 'racial group' are defined by reference to colour, race, nationality or ethnic or national origins.</p>
<p><b>Religious Discrimination</b></p>	<p>The Employment Equality (Religion or Belief) Regulations 2003 makes it unlawful for employers to discriminate directly or indirectly against workers on the grounds of their religion or belief.</p> <p>'Religion or belief' is defined as meaning any religion, religious belief or similar philosophical belief. When deciding what is a religion or belief' the following should be considered:</p> <ul style="list-style-type: none"> <li>• whether there is collective worship;</li> <li>• a clear belief system;</li> <li>• a profound belief affecting way of life or view of the world.</li> </ul> <p>The Regulations do not include any philosophical or political belief unless the belief is similar to a religious belief.</p>
<p><b>Disability Discrimination</b></p>	<p>The Equality Act 2010 makes it unlawful to discriminate unjustifiably against people with long-term (12 months+) disabilities which have a substantial adverse effect on their ability to carry out one or more or a range of normal day-to-day activities.</p> <p>It also requires employers to make reasonable adjustments to work-related arrangements which would otherwise put disabled workers at a substantial disadvantage when compared with people who are not disabled. This includes, arrangements for recruitment, promotion,</p>

	<p>transfer, and training, and terms of employment (including employment-related benefits).</p> <p>Refer to the Disability in the Workplace policy for further information.</p>
<b>Part-time Workers</b>	<p>The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 makes it unlawful to treat part-timers less favourably in their terms and conditions of employment than comparable full-timers or to be subjected to any other detriment.</p> <p>The calculation of salary and benefits payable to a part-time worker should be assessed on a pro rata basis to that received by the comparable full-timers.</p>
<b>Age Discrimination</b>	<p>The Employment Equality (Age) Regulations 2006 makes it unlawful for employers to discriminate directly or indirectly against workers on the grounds of age, in recruitment, selection, terms and conditions of employment, promotion, training, redundancy and retirement.</p> <p>Diversity and inclusion is about getting the best person for the job, regardless of age, and making sure they have the necessary skills and experience required to do the job.</p> <p>To maintain a competitive edge, Trinity must employ an age diverse workforce which reflects the demands of the changing community and markets.</p>
<b>Post-employment Discrimination</b>	<p>When an employee leaves the Company, he/she will still be protected by discrimination legislation, provided the discrimination, harassment or victimisation arises out of and is closely connected to the employment relationship.</p>
<b>Note</b>	<p>This policy is subject to review at the discretion of Trinity College's Executive and/or as required by changes to legislation.</p>
<b>Effective Date</b>	<p>September 2010</p>
<b>Review Date</b>	<p>Reviewed June 2012</p>