

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; to promote equal opportunities and avoid discrimination at work.</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 UK 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 reassignment, sex, sexual orientation, age, nationality, ethnic or national origin or disability ("Protected Characteristics"). This includes any decisions around recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.</p> <p>Decisions will be made on grounds of ability to do a job, performance in that job and potential to do a job (taking into account any appropriate reasonable adjustments).</p> <p>Managers have a responsibility to ensure awareness of, and compliance with, equal opportunities practices within their departments or functions, and all employees are expected to comply with this policy.</p> <p>The Company is committed to supporting and promoting its equal opportunities policy as well as ensuring necessary training is provided on equal opportunities.</p> <p>The contents of this policy are not contractual. An employee should refer to their Trinity Terms and Conditions of Employment for contractual information relating to their employment. However, it is the responsibility of every employee to familiarise themselves with, and to comply with, this policy. Employees should ensure that they are referring to the current version, which is available from the People & Culture Department. The Company reserves the right to amend this policy, following appropriate consultation, without compensation.</p>

<p>Forms of discrimination</p>	<p>Direct discrimination occurs where a person is treated less favourably than another because of a Protected Characteristic.</p> <p>Indirect discrimination occurs where a provision, criterion or practice that applies to everyone adversely affects people with a particular Protected Characteristic, and this adverse effect cannot be justified.</p> <p>Harassment includes sexual harassment and is defined as unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. An individual incident can amount to harassment if sufficiently serious. Please refer to the Trinity Harassment and Bullying Policy for more information.</p> <p>Victimisation is when an individual is treated unfavourably because they have complained about discrimination or harassment or have supported someone else's complaint about discrimination or harassment (e.g. labelling an individual as a 'troublemaker').</p> <p>Disability discrimination includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.</p> <p>A strict approach is taken to breaches of this policy. An employee who discriminates in the manners set out above will be subject to disciplinary proceedings, and serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.</p>
<p>Sex</p>	<p>Individuals should not be treated less favourably because of their sex.</p> <p>In addition, men and women have the right to receive equal pay for equal work. This includes equality not only in terms of salary but also all contractual terms, such as overtime rates and allowances, benefits, hours of work, and sick pay.</p> <p>Equal work includes 'like work' that involves similar tasks and requires similar skills; work rated as 'equivalent'; and work of 'equal value' in terms of effort, skill and decision-making.</p>
<p>Sexual orientation</p>	<p>'Sexual orientation' is defined as orientation towards:</p> <ul style="list-style-type: none"> • Persons of the same sex; • Persons of the opposite sex; and • Persons of either sex. <p>The definition does not include particular sexual practices and preferences, or preferences for particular types of sexual activity.</p>

<p>Pregnancy and maternity</p>	<p>Pregnancy and maternity discrimination occurs where an employer treats a woman unfavourably:</p> <ul style="list-style-type: none"> • during the protected period because of her pregnancy or because of an illness suffered by her as a result of her pregnancy; • because she is on compulsory maternity leave; or • because she is exercising or seeking to exercise, or has exercised or sought to exercise, the right to ordinary or additional maternity leave. <p>The protected period starts when a woman’s pregnancy begins and ends either:</p> <ul style="list-style-type: none"> • at the end of her additional maternity leave period or (if earlier) when she return to work after a pregnancy; or • if she does not have the right to ordinary and additional maternity leave, at the end of the period of two weeks beginning with the end of the pregnancy.
<p>Gender reassignment</p>	<p>A person will have the protected characteristic of gender reassignment if they are proposing to undergo, are undergoing, or have undergone a process (or part of a process) for the purpose of reassigning their sex by changing physiological or other attributes of sex.</p> <p>This does not require medical intervention or a medical process.</p>
<p>Marriage and civil partnership</p>	<p>Marriage covers any formal union which is legally recognised in the UK as a marriage. Therefore, this covers both marriage between a woman and man and between a same-sex couple.</p> <p>A civil partnership under the Civil Partnership Act 2004 is between same sex partners and opposite sex partners.</p>
<p>Race</p>	<p>Race includes colour, nationality, ethnic origins and national origins. This is a non-exhaustive definition, and other factors may also be covered by ‘race’.</p> <p>A person may fall into more than one racial group for race discrimination purposes. Equally, racial groups can be defined by exclusion (for example, “non-British”).</p>
<p>Religion and belief</p>	<p>‘Religion’ means any religion, and a reference to religion includes a reference to a lack of religion.</p> <p>‘Belief’ means any religious or philosophical belief, and a reference to believe includes a reference to a lack of belief.</p> <p>Religious or philosophical beliefs are also protected under the Equality Act 2010, provided they meet a list of specific criteria set out by the courts. This includes that the belief is genuinely held, that it is not an opinion, that it has attained a</p>

	<p>certain level of cogency, seriousness, cohesion and importance and that it is worthy of respect in a democratic society, not be incompatible with human dignity and not conflict with the fundamental rights of others.</p>
Disability	<p>A person has a disability if they have a physical or mental impairment and that impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Some conditions have been automatically deemed disabilities, such as cancer, HIV or multiple sclerosis.</p> <p>This definition of disability is a legal and not medical one, and ultimately it will be for a tribunal to determine whether an individual has a disability under the Equality Act 2010.</p> <p>If a member of staff is or becomes disabled, they are encouraged to tell the Company about their condition so that it can consider what reasonable adjustments or support may be appropriate.</p> <p>Please refer to the Disability in the Workplace policy for further information.</p>
Age	<p>Age discrimination is where a person treats another person less favourably than others because of their age. Discrimination can be of a particular age, or in respect of a range of ages.</p> <p>However, it is not unlawful to treat someone less favourably because of their age if it is a proportionate means of achieving a legitimate aim.</p>
Part-time and fixed-term work	<p>Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro rata basis where appropriate), unless different treatment is justified.</p>
Recruitment and selection and post-employment discrimination	<p>Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Where possible shortlisting will be done by more than one person.</p> <p>The Company will advertise vacancies generally to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.</p> <p>Questions about health and disability will not be asked before a job offer is made, except in the very limited circumstances allowed by law, such as checking that an applicant can perform an intrinsic part of a job (taking into account reasonable adjustments) or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may</p>

	<p>be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.</p> <p>When an employee leaves the Company, they 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>
Note	This policy is subject to review at the discretion of Trinity College's Executive and/or as required by changes to legislation.
Effective Date Review Date	June 2020 June 2021