

EQUAL OPPORTUNITIES POLICY

The Queen's Foundation, in the light of the Gospel of Jesus Christ, affirms that before God all people are created free and equal. The Foundation recognises and acknowledges that discrimination and prejudice exists in society at large, in the Church, in individuals and in the Foundation, and that discrimination and prejudice can be practiced intentionally and unintentionally. The Foundation, therefore, commits itself, and all its staff, students and others in its service and life, to oppose all forms of discrimination and prejudice and to take successive measures to ensure the Foundation practices equal opportunities as best as it can.

The Aim of the Foundation is to treat all with equal fairness, respect and dignity; this aim applying to those applying for employment, those in employment, those in residence; those in study; other users of the premises; regardless of their gender, ethnicity, disability, social background, sexuality, age, marital status, or denominational affiliation or religion; as in accordance with the laws of the land and the policies of the sponsoring churches.

The Queen's Foundation therefore:

- Extends to all the warm welcome of God's hospitality.
- Acknowledges difference as life-enhancing.
- Commits itself to sharing and learning from alternative perspectives.
- Commits itself to supporting the development of each and every individual.
- Recognises that understanding and forgiveness will be required as we practice our policy.

The Foundation seeks to be a community that celebrates and embodies the rich diversity of God's realm, and especially the ethnic diversity of the West Midlands and Birmingham. For this to happen the proportion of students and candidates from ethnic minorities must increase significantly, to a minimum of 15% of the total. The Foundation, therefore commits itself to working actively with the churches and other partners to encourage, attract and recruit students and candidates from ethnic minorities to achieve this goal.

THE QUEEN'S FOUNDATION EQUAL OPPORTUNITIES STRATEGY

In order to work towards the Foundation being a place of equal opportunities the following will be practiced and/or implemented as soon as is reasonably practicable (the details of each section will be worked out and published under separate procedures and action plans).

- 1) Employment - the Foundation will work to the current employment laws of the land and promote best practice in all its Human Resources management.
- 2) Promotion - the Foundation will make public its equal opportunities policy to all in its employment, applying for employment, studying and teaching in the Foundation, residing in the Foundation; and to its sponsoring churches.
- 3) Education and Training - the Foundation will ensure that all staff and students receive an opportunity to understand the issues of discrimination and prejudice, the policy and its implications.
- 4) Development - the Foundation will foster specific methods and opportunities for everyone and anyone to initiate discussion and change in the policy and practices of the Foundation.

- 5) Complaint - the Foundation will have procedures to investigate and deal with any complaint received about discrimination and prejudice, of personal or corporate nature, whether direct or indirect, intentional or unintentional.
- 6) Responsibility - the responsibility for the development and implementation of the strategy and its action plans lies with each and every individual, committee, work group, etc.
- 7) Management - the ultimate responsibility for the promotion, development and implementation of the policy rests with the Governing Body. The day-to-day implementation rests with the Principal, in conjunction with an equal opportunities group established.
- 8) Monitoring - the policy, strategy, procedures and action plans will be monitored on an annual basis by the Governing Body through the Principal, and any group established for the management of the policy.

PROCEDURES OF THE QUEEN'S FOUNDATION EQUAL OPPORTUNITIES POLICY

The following procedures shall apply to the Queen's Foundation equal opportunities policy. (Procedures are standing practices)

- 1) The Academic Appointments committee will report to the Governing Body on all academic staff appointments, with a full account of how the equal opportunities policy has been observed.
- 2) The Director of Financial Services will report to the Governing Body on all administrative staff appointments, with a full account of how the equal opportunities policy has been observed.
- 3) An equal opportunities group appointed by the Governors will meet at least once each term to review current practices, action plans and suggestions and report areas of development and of concern to the Governors.
- 4) Annual action plans should be drawn up by the equal opportunities group in conjunction with the appropriate staff and student representatives on each area of the strategy.
- 5) All reports, meetings, working groups/parties, should always consider the implications of any actions/plans in respect of equal opportunities.
- 6) Any suggestions that might aid the promotion and development of equal opportunities in the Foundation or general concerns should be made to a) the student representatives or b) personal tutors or c) the Principal or d) the specific person/staff group/department to which it applies or e) the equal opportunities group. A response to the suggestion must be given within 15 weeks, with opportunities for further discussion suggested.
- 7) Any complaint of discrimination and prejudice can be reported in the first instance to a) personal tutors b) members of the equal opportunities group and/or c) to the Principal. Employed staff wishing to complain of discrimination or prejudice should use the formal channels laid down in the staff handbook. In the event of any of these methods being deemed unsuitable by the complainant the Chair of Governors should be approached.
- 8) A decision taken by the complainant to proceed with a complaint will be dealt with under the Foundation's grievance procedures.