



# Keble College Equality and Diversity Policy

## The aim

Keble College was established in 1870 to extend access to Oxford University more widely and the College has a continuing commitment to inclusiveness, no matter what a person's age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex or sexual orientation. We aim to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We are committed to a programme of action to make this policy fully effective. The College welcomes diversity amongst its fellows, students, staff members and visitors, recognising the particular contributions to the achievement of its educational purposes that can be made by individuals from a wide range of backgrounds and experiences.

## The commitment - Equality and diversity policies

Whether we are staff or students, we all have a role to play in promoting diversity and making Keble College a place where:

- people's differences are respected and catered for, and
- they have equal chances of receiving the provisions they need.

Our policies are underpinned by the relevant legislation, the Equal Pay Act (1970) and the Equality Act (2010).

This College's equal opportunity policy is that in the recruitment, selection, education and assessment of students and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual best meets, or is likely to meet the requirements of the programme or course or post.

Keble College is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment including bullying. We seek to ensure that no-one suffers, either directly or indirectly as a result of discrimination.

In order to realise these commitments, the College will:

- promote the aims of this Policy;
- be proactive in eliminating discrimination, including harassment and bullying, through training and publication of detailed guidance, available to all staff and students;
- have regard to its obligations under relevant legislation, including the requirement to carry out impact assessments in certain areas, and for its policies and guidance to mirror the same and be changed to meet the demands of new legislation;
- regularly review the terms of this Policy and all associated codes of practice and guidance.

## Strategic planning and policy development

The College incorporates equality issues into strategic planning and policy development. The College regularly reviews college regulations, student disciplinary procedures, and student complaints procedure to ensure that all procedures are fair and equitable and consistently implemented.

## Student body

In relation to students the College aims to provide education of excellent quality for all its students, whatever their background. In pursuit of this aim, the College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, teaching and assessment, College and University examinations, to welfare and support services, as far as the College takes the lead in these matters and when it does not it will act in its support capacity to its best endeavour. The College operates under the Common Framework for undergraduate admissions.

The College will ensure that: its criteria for allocating student accommodation are fair and equitable; its procedures for distributing bursaries, prizes, scholarships and hardship funds are fair and equitable, taking due account of the relevant trust provisions where appropriate; its provision of student pastoral support and welfare services are equally accessible to all College members.

## Employment recruitment and selection

We aim, through appropriate training and supervision to ensure that all staff who are responsible for recruitment and selection are familiar with this policy and apply it in conjunction with our recruitment policy. Selection criteria (job description and person specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. Selection will be conducted on an objective basis and will focus only on the applicants' suitability for the job and their ability to fulfil the job requirements. Our interest is in the skills, abilities, qualifications, aptitude and the potential of individuals to do their jobs. Reasons for the selection and rejection of applicants for vacancies are recorded.

The College conducts a job evaluation assessment for all non-academic staff to ensure fairness of treatment.

## Vacancy advertising

Wherever possible, vacancies will be notified to job centres, careers offices and local media etc. but will always be advertised at least internally. All advertisements will state 'Keble College is an equal opportunities employer'.

## Personnel records

To improve data collected relating to our existing staff, approximately every 12 months, questionnaires will be issued to current staff, requesting data on all their protected characteristics except pregnancy and maternity which are already known and recorded separately. The data is to ensure the effective operation of our Equality Policy and for no other purpose.

## Training and development

All non-academic staff are encouraged to discuss their career prospects and training needs with their manager at least annually. Opportunities for promotion and training are communicated and made available to all staff on a fair and equal basis. Progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post.

Academic staff are encouraged to undertake training and refresher training appropriate to their roles, including admissions and recruitment and selection.

### **Terms and conditions of employment**

We will ensure that all of our employment policies, including compensation and benefits, and any other relevant procedures associated with terms and conditions of employment, are formulated and applied without regard to age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex or sexual orientation or any other characteristic unrelated to the performance of the job. These will be reviewed regularly to ensure there is no discrimination. Length of service as a qualifying criterion for benefits will not exceed five years, unless clearly justifiable.

### **Procurement**

The College will give due consideration to the implications of this Policy for procurement practices where possible.

### **Communication & consultation**

All staff members and students will be made aware of this policy and a copy of the policy will be included in the Employee Handbook, Student Handbook and on the College website and given to all students and staff on joining us.

The College will ensure consultation of all relevant groups in connection with this Policy.

### **Implementation, monitoring and review**

The College will ensure that the following functions are subject to monitoring: staff recruitment and progress (college appointments only); formal staff grievances, discipline (college appointments only); student admissions, progress and performance.

The HR/Equality Committee will receive reports on the outcome of monitoring against statutory criteria. In the event that the outcome of monitoring (by HR/Equality or Academic Committees) discloses a potentially adverse impact on a group or groups, the respective Committee will bring this to the attention of the Governing Body for consideration and action including further research, where appropriate.

This policy is effective from November 2016. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis and may be changed from time to time. Any queries or comments about this policy should be addressed to the HR Manager for non-academic staff and the Senior Tutor for academic staff and students.

## **Responsibility**

### **Governing Body and its committees**

The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the Governing Body to which the College Officers and the HR & Equality Committee report. All committees reporting to Governing Body have a standing agenda item to consider whether any of its decisions raise equality issues.

### **Human Resources & Equality Committee**

The HR & Equality Committee consists of appropriate college officers, members of Governing Body, college staff and student representatives. It meets once a term. The Committee takes positive

action to improve practices and services for all and continually monitors these to determine their impact on all groups within the College's community.

### Human Resources Manager

The HR manager is responsible for the day-to-day operation and monitoring of the College's Equal Opportunities Policy and for ensuring compliance with the relevant statutory framework. The HR Manager reports job application monitoring statistics annually to the HR & Equality Committee.

### The Senior Tutor

The Senior Tutor is responsible for the application of the College's Equal Opportunities Policy for Keble students and academic staff. The Senior Tutor reports annually to the Academic Committee and Governing Body concerning student admissions and progress. The Senior Tutor has overall responsibility for the recruitment and selection of academic staff.

### Welfare & Disability Co-Ordinator

The Welfare and Disability Co-Ordinator co-ordinates support for disabled students between the College, Departments and the University Disability Office and also ensures that all relevant staff in College are aware of any special needs. This starts with the admissions process but potential students are also welcome to come and discuss their requirements before they formally apply for a place.

### Other College Officers

Other College Officers, including the Senior Tutor (who is also Disability Lead), Bursar, Dean, Welfare Fellow, Accommodation Manager, have specific responsibilities for student support.

### Departments

Departmental managers within the College are also responsible for the day-to-day implementation and delivery of this policy. The College will provide relevant training for all staff on their responsibilities and duties under this policy.

### All staff and students

We expect everyone who works and studies with us to be treated and to treat others with respect. All members of the College have an individual responsibility to ensure they comply with this policy.

Every student has responsibility for:

- Becoming familiar with the College's policy regarding harassment;
- Being prepared to identify and challenge racial bias and stereotyping.

Students should have confidence that the University and College's procedures will support them in such challenges.

Each member of staff has responsibilities for:

- Becoming familiar with the College's policy regarding harassment;
- Attending appropriate training and events as required by the College;
- Taking steps to ensure they do not discriminate on grounds related to a protected characteristic.

## Complaints

Keble College takes seriously any breach of this Policy. The College encourages any current student or member of staff who has a complaint concerning a breach of this Policy to bring such a complaint to the College using the staff grievance procedure outlined in the Employee Handbook, the student complaints procedure outlined in the Student Handbook and Regulations, or where appropriate, the College Code of Practice on Harassment.

College members or employees who believe they are subjected to discrimination should be able to seek advice and support in confidence. In the case of staff, the HR manager, Staff Helpers or the Welfare Officer are available for these purposes. College members may refer to the Senior Tutor or Harassment Officers.

Allegations regarding potential breach of this policy will be treated in confidence and investigated in accordance with detailed procedures. Individuals who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under the appropriate disciplinary procedures.

All individuals will be personally accountable for their behaviour, actions and/lack of actions, in cases of complaint of harassment.

### Dealing with discrimination, harassment and victimisation

If managers see unacceptable behaviour, whether or not a complaint has been made, they need to treat the matter seriously and take action to eliminate the behaviour. This may involve pointing out to a colleague the effect their behaviour has on others and getting them to stop. If this approach fails, in more serious cases or if the person who is subject to the behaviour prefers, it will be necessary to take formal action within the normal disciplinary procedures or separate harassment policy.

If an employee considers that they have been treated unfairly due to a protected characteristic they should raise the issue with their line manager in the first instance. If this approach does not rectify the matter or if the employee prefers, the grievance procedure should be followed.

**Direct discrimination** occurs where, on grounds of a protected characteristic, someone is treated less favourably than another person is or would be treated. Unlike other forms of direct discrimination, direct age discrimination will not be unlawful if it is objectively justified. Direct age discrimination will be justified if the employer can show that the treatment is justified as being a proportionate means of achieving a legitimate aim.

**Indirect discrimination** occurs where A applies to B a provision, criterion or practice that A applies or would apply equally to persons not of the same age group as B, but: • that puts or would put persons of the same age group as B at a particular disadvantage when compared with other persons; • that puts B at that disadvantage; and • that A cannot show to be a proportionate means of achieving a legitimate aim.

**Harassment** is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for a person including their perception of the issue. Inappropriate or offensive language or behaviour to staff, students or visitors will not be tolerated. Victimisation is where a person is treated detrimentally because they have made a complaint or intend to make a complaint about discrimination or harassment or have given evidence or intend to give evidence relating to a complaint about discrimination or harassment.

## Further information

Details of Keble College's Equal Opportunity policies (including harassment) are available internally on G:drive for staff or in Student Handbooks. These policies need to be updated regularly. You can help by telling us what new things we may need to include and how they can be improved. We are always interested in good practice. If you can help us, please let us know.

If you would like this document in other formats such as large print, audio CD or in another language please contact [marie.ruffle@keble.ox.ac.uk](mailto:marie.ruffle@keble.ox.ac.uk).

## Equal Opportunities Policy: Age

The College has adopted an Employer Justified Retirement Age (EJRA) for all its teaching and research academic staff including the holders of joint academic appointments with Oxford University employed by Keble College, of grade 8 or equivalent or above, i.e. who are eligible to be members of Congregation. The EJRA and its associated procedures are considered to provide a proportionate means of:

- safeguarding the high standards of the College in teaching and research;
- promoting inter-generational fairness and maintaining opportunities for career progression for those at particular stages of a career, given the importance of having available opportunities for progression across the generations;
- refreshing the teaching and research workforce within the College and to enable them to maintain the collegiate University's position on the international stage;
- facilitating succession planning by maintaining predictable retirement dates, especially in relation to the collegiate University's joint appointments system;
- promoting equality and diversity, noting that recent recruits are more diverse than the composition of the existing workforce, especially amongst the older age groups of the existing workforce;
- minimising the impact on staff morale by using a predictable retirement date to manage any future financial cuts or constraints by retiring staff at the EJRA.

Keble College has established an EJRA of the 30<sup>th</sup> September preceding the 69<sup>th</sup> birthday. Requests to work beyond the EJRA are considered by Governing Body according to the procedure and criteria set out in the College's policy statement.

It is the College's policy to treat all non-academic members of staff, students and job applicants fairly and equitably regardless of age. The Equality Act 2010 makes it illegal for employers to discriminate on the grounds of age across their whole range of employment activities. Both workers and employees are covered in the new regulations. The regulations cover recruitment and selection, promotion, terms and conditions, training, pay and dismissal (including retirement).

The College seeks to eliminate all forms of unlawful age discrimination and prejudice, either overt or covert, as such behaviour is unacceptable, discriminatory and unlawful. We recognise the valuable contributions made by staff and students of all ages, in terms of quality of experiences brought to learning, teaching, services, administration and management. The College will pay all employees the rate for the job irrespective of the age of the employee.

The University's Equality & Diversity Unit (<https://edu.admin.ox.ac.uk/home>) is able to offer guidance and advice to Departments and Colleges with regard to age (for both staff and students). They are also able to advise on matters concerning harassment (<https://edu.admin.ox.ac.uk/home>). Alternatively you may wish to approach your line manager, tutor or the HR Manager (x72707).

## External links

Equality Challenge Unit [www.ecu.ac.uk/guidance/age/](http://www.ecu.ac.uk/guidance/age/)

Age Legislation <https://www.gov.uk/guidance/equality-act-2010-guidance#age-discrimination>

Employers Forum on Age [www.efa.org.uk](http://www.efa.org.uk)

## Action plan

The College reviews all of its HR policies annually in addition to reviewing the Equality Action Plan.

## Equal Opportunities Policy: Disability

The Equality Act 2010 prevents discrimination against disabled people generally. In employment terms the Act prohibits discrimination in relation to employment of disabled people, including recruitment, training, promotion, benefits, dismissal, etc. It requires employers to make “reasonable adjustments” for a disabled person put at a substantial disadvantage by a provision, criterion or practice, or a physical feature of premises.

We aim to provide an environment as unfettered as it can reasonably make it for users of the College with particular disabilities. The College recognises that currently the working and studying environment is not fully accessible to people with disabilities and we are implementing a programme of improvement to address this issue.

We have a limited amount of residential accommodation suitable for students with special needs or who need to be accompanied by a carer. Every attempt is made to meet the specific needs of individuals.

### Recruitment & admissions

Every College vacancy and student place will be open to suitably qualified disabled persons, subject to safety considerations.

Job descriptions and person specifications are scrutinised to ensure no unnecessary requirements are included. When the need arises, managers are provided with guidance on supporting disabled people in employment including improving understanding of the process for making reasonable adjustments to roles and workspaces.

The College pledges to support staff or students who acquire an impairment during their employment or studies and assist them to remain at College wherever possible.

The College has subscribed to the Government’s employer Disability confident scheme. This scheme commits us to a several additional responsibilities, one of which is to guarantee an interview for all disabled job applicants who meet the minimum criteria for the job. More details of this scheme run are available at <https://www.citizensadvice.org.uk/about-us/information/disability-confident/> and <https://www.gov.uk/looking-for-work-if-disabled>

### Advice & support

The College works within the [Common Framework for Supporting Disabled Students](#), adopted by colleges and departments in 2014.

Our Welfare & Disability Officer, who is also the Disability Coordinator is able to offer advice to prospective and current students and staff regarding any special requirements they may have ([trish.long@keble.ox.ac.uk](mailto:trish.long@keble.ox.ac.uk)).

Disabled staff and students are encouraged to tell the Welfare & Disability Officer and, in the case of employees, their line manager, about their condition at the earliest opportunity so that the College is able to help as much as possible. Where possible the College will make reasonable adjustments to working conditions or the duties of the job or the programme of study or the learning environment to assist such individuals, in line with appropriate professional or medical advice.

Disabled Students can get advice from the [Disability Advisory Service](#) and/or the [Oxford University Student Union](#) Vice President for Welfare and Equal Opportunities

The University Disability Office also works with Departments and Colleges in both an advisory and practical capacity to ensure that the needs of disabled members of the University are met. That



office is also able to arrange support workers to accompany students to lecturers/College, to assist with note-taking, mobility etc. Full details of services and advice are available from <https://edu.admin.ox.ac.uk/disability-support>

The University's Equality & Diversity Unit (<https://edu.admin.ox.ac.uk/home>) is able to offer guidance and advice to Departments and Colleges with regard to policies and legislation. The EDU unit is also able to advise on matters of harassment (<https://edu.admin.ox.ac.uk/harassment-advice>).

Car parking spaces are available for mobility impaired disabled students and staff.

### External links

Equality and Human Rights Commission <https://www.equalityhumanrights.com/>

National Bureau for Students with Disabilities [www.skill.org.uk/](http://www.skill.org.uk/)

Oxford Students Mental Health Network <https://www.ox.ac.uk/students/welfare/counselling/self-help/mental-health>

Government website on disability issues [www.direct.gov.uk/en/DisabledPeople/index.htm](http://www.direct.gov.uk/en/DisabledPeople/index.htm)

MIND [www.mind.org.uk/](http://www.mind.org.uk/)

SANE [www.sane.org.uk/](http://www.sane.org.uk/)

Mental Health Foundation [www.mentalhealth.org.uk/welcome](http://www.mentalhealth.org.uk/welcome)

### Action plan

The College reviews all of its HR policies annually in addition to reviewing the Equality Action Plan.

## Equal Opportunities Policy: Sex

The Equality Act 2010 forbids discrimination on grounds of sex. It includes a duty to eliminate sexual discrimination and sexual harassment and the duty to promote gender equality.

Keble College has due regard for the need to, and works to:

- Eliminate any unlawful sexual discrimination
- Eliminate sexual harassment
- Promote gender equality

The College is particularly mindful of the need to avoid sex discrimination in the admission of both undergraduates and postgraduates, and monitors admissions data carefully.

By promoting gender equality our intention is to recognise and help overcome those lasting and embedded patterns of advantage and disadvantage which are based on socially ascribed gender stereotypes and assumptions.

As a learning environment and good employer we strive to make the organisation completely inclusive in which all people, irrespective of gender, can participate fully as equal citizens. Gender equality is about ensuring that all people are free to develop their personal abilities and make choices without the limitations set by stereotypes, rigid gender roles and prejudices. It means that the different behaviours, aspirations and needs of women and men are considered and valued equally. It does not mean that all people have to become the same, but that their rights, responsibilities and opportunities will not depend on whether they are male or female.

We will exercise the principles of proportionality and relevance. By this we mean that the weight we give to gender equality will be proportionate to its relevance to a particular function. The greater the relevance of a function to gender equality, the greater regard we will pay to it.

### Harassment

The College actively monitors staff and student recruitment and academic progress of students by gender. The results of the recruitment monitoring are reported to the Equality Committee which uses them to design any programmes of positive action in recruitment.

Keble College Harassment Advisers are able to advise on matters concerning harassment.

The University's Equality & Diversity Unit (<https://edu.admin.ox.ac.uk/home>) is able to offer guidance and advice to Departments and Colleges with regard to sex and gender (for both staff and students). They are also able to advise on matters concerning harassment (<https://edu.admin.ox.ac.uk/home>). Alternatively you may wish to approach your line manager, tutor or the HR Manager (x72707).

### College arrangements

Flexi-time: the College is prepared to consider requests from employees who would like to work flexi-time. Further details can be found in the Employee Handbook.

College employees who are considering applying for maternity, paternity, adoption, parental leave or time off for dependents should discuss their needs with their line manager. Details of these policies can be obtained from your line manager or the HR Manager.

Only those College employees who are also University employees (i.e. joint appointments) are eligible for the enhanced provisions. Details of the University's enhanced provisions regarding maternity leave, paternity leave, adoption and family leave are available on the University's Personnel Services website <https://hr.admin.ox.ac.uk/information-for-staff>

## Personal & professional development

Keble College has a positive commitment to the professional and personal development of its staff and is happy to support employees who wish to undertake training that is likely to be of benefit to them in the context of their employment with the College. Employees should discuss their training needs with their line manager. The Human Resources Manager has overall responsibility for the management of the College training budget.

The University supports a number of professional and personal development programmes for men and women within the collegiate University:

### *National Initiatives*

- The University subscribes to the national Athena Project, aimed at encouraging applications from women scientists for academic appointments at the University.  
<https://www.ecu.ac.uk/equality-charters/athena-swan/>

### *University Initiatives*

- Oxford Women's Network, OWN exists to facilitate networking between female members of staff. Established ways of networking include attending meetings and dining-in after work. Many women, as well as men, are able to join in these informal networks but usually because of responsibilities at home, others cannot. At Oxford the Women Tutors' Group has been serving this purpose for some women. This network has now been expanded to include all women (Academic and contract research/support staff/administrators) employed in the collegiate University who wish to join an informal network.
- *Women:* Springboard: a personal and professional development programme  
<http://www.springboardconsultancy.com>
- *Men:* Navigator: a personal and professional development programme  
<http://www.springboardconsultancy.com/product/navigator/>
- Oxford Learning Institute <http://www.learning.ox.ac.uk/index.php> exists to support excellence in learning, teaching and research at the University by promoting professional, vocational and management development and contributing to policy development.

## External links

UK Resource Centre for Women in Science, Engineering and Technology  
<http://www.setwomenstats.org.uk/>

Equality and Human Rights Commission: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

## Action plan

The College reviews all of its HR policies annually in addition to reviewing the Equality Action Plan.

## Equal Opportunities Policy: Race Equality

Keble College has a clear policy of no discrimination and is wholeheartedly committed to equality of opportunity for all, regardless of race, colour, nationality, ethnic origin and national origin in line with The Equality Act 2010.

The Act has placed a general duty on public authorities, including the College, in carrying out their functions, to have due regard to the need to:

- Eliminate unlawful discrimination
- Promote equality of opportunity and promote good relations between people of different racial groups.

This policy has been developed with regard to the Code of Practice issued by the Equality & Human Rights Commission.

### Commitment

Keble College has a clear policy of no discrimination and is wholeheartedly committed to equality of opportunity for all, regardless of race, creed, religious belief or faith.

The College will ensure that in the conduct of all its activities, steps are taken to avoid the occurrence of racial discrimination, whether direct or indirect, and to promote good relations between different racial groups.

Any unlawful discriminatory behaviour, including harassment or bullying by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action, which may include expulsion or dismissal.

### Consultation

Consultation with the student body and staff takes place through representatives on HR and Equality Committee.

### Guidance, support & training

Guidance, support and training will be provided to members of staff to ensure that the College's commitment to equal opportunities is fully realised.

### Support & advice

The College offers training in best practice for those involved in the admissions process, recruitment and selection, management and teaching.

- The HR Manager is able to provide information and advice for prospective employees about the requirements for eligibility to work in the UK.
- The College Office is able to provide information and advice about student visas ([college.office@keble.ox.ac.uk](mailto:college.office@keble.ox.ac.uk)).

### Monitoring & auditing

The College has in place arrangements to monitor, by reference to different racial groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are collated by the Senior Tutor (for students) and the Equality Officer (for staff) and reported to the Governing Body (through HR and Equality Committee). Statistics are published as part of the College's annual Equality Reporting exercise.

Keble College Harassment Advisers are able to advise on matters concerning harassment.

The University's Equality & Diversity Unit (<https://edu.admin.ox.ac.uk/home>) is able to offer guidance and advice to Departments and Colleges with regard to race (for both staff and students). They are also able to advise on matters concerning harassment (<https://edu.admin.ox.ac.uk/home>). Alternatively you may wish to approach your line manager, tutor or the HR Manager (x72707).

### External links

- If you become a victim of, or see, a racist incident, report it confidentially online at [http://report-it.org.uk/racist\\_or\\_religious\\_hate\\_crime1](http://report-it.org.uk/racist_or_religious_hate_crime1)
- Equality Challenge Unit Equality Challenge Unit promotes equality and diversity issues for students as well as staff in the Higher Education sector. [www.ecu.ac.uk](http://www.ecu.ac.uk)

### Support & advice

The College offers training in best practice for those involved in the admissions process, recruitment and selection, management and teaching.

- The Equality Officer ([marie.ruffle@keble.ox.ac.uk](mailto:marie.ruffle@keble.ox.ac.uk)) is able to provide information and advice for prospective staff about work permits.
- The College Office is able to provide information and advice about student visas [college.office@keble.ox.ac.uk](mailto:college.office@keble.ox.ac.uk)
- Oxford University Students' Union (OUSU) runs a number of diversity campaigns <https://www.oxfordsu.org/>

### Action plan

The College reviews all of its HR policies annually in addition to reviewing the Equality Action Plan.

## Equal Opportunities Policy: Religion or Belief

The Equality Act 2010 makes it unlawful to discriminate against individuals on grounds of their perceived or actual religion, religious belief or similar philosophical belief. In this policy 'belief' also includes philosophical convictions and covers individual thought, conscience or religious belief, as well as collective manifestations of that opinion or belief with others. The following are examples of faiths covered by this policy – Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, Sikhism, but there are many other religious or faith-based belief groups that would fall within the definition. Political belief is not covered within the Regulations but the distinction may sometimes be blurred.

The Regulations prohibit direct and indirect discrimination, victimisation and harassment. The spirit of this policy, which covers all members of the College community, staff and students alike, is to encourage good practice based on a desire to treat people equitably, not simply in response to legislation.

Religious beliefs, however sincerely held, cannot be used to justify discriminatory behaviour against other individuals or groups of staff or students. For example, making denigratory comments about groups of people, or being unwilling to provide a service to a group of people because of their religion or belief is discriminatory and will be regarded as a breach of the College's Equal Opportunities policy. Instances of this nature may result in disciplinary action under the disciplinary code for students or for staff.

### Dietary requirements

The College is able to provide halal and kosher meals for staff and students upon request. Our kitchens will try to accommodate any special dietary requirement upon request and will provide such food in its dining facilities according to the demand for it, at prices in line with standard pricing policies.

### Hours of work

All staff, regardless of religious belief, are required to work in accordance with their contract, but line managers will make every attempt to ensure that those whose religion requires them to pray at certain times during the day are free to do so; where an advertised post has hours of work which cannot be flexible, this will be made clear. In addition, reasonable efforts will be made to accommodate requests from those who require, for reasons of religious belief, to have minor adjustments to their working hours, for instance to have an extra hour's break at midday on Friday, or to stop work at sunset on Friday or at certain times at weekends. The College observes closure dates according to the national calendar, including Christmas and Easter, but staff who ask to take annual leave at other times of the year in order to attend religious festivals, or who request additional unpaid leave for an extended pilgrimage or religious holiday will be accommodated where possible.

Guidance for managers on how to respond to requests involving prayer obligations and other religious observances, and for staff on how to approach such issues is available from the Senior Tutor or the Human Resources Manager.

## The College Chapel

Keble College was founded according to the principles of the Oxford Movement within the Church of England, and all services are conducted in accordance with those of the Church of England. However the Chapel is open all day during the day for anyone to visit and all are welcome to use the Chapel for personal prayer and meditation or to join in the daily public worship during Full Term. All members of the College are welcome to participate in Chapel activities.

The College Chaplain, the Reverend Nevsky Everett, is happy to meet with any member of the College. He is available for spiritual and pastoral counselling to anyone regardless of religious background or none. Nevsky can be found in his office: Room 2901 in Liddon 10 or telephone: (2)72725.

## Support & advice

Keble College Harassment Advisers are able to advise on matters concerning harassment.

## Places of worship in Oxford

Most Oxford Colleges have chapels in which Anglican services are held regularly. See also:

[www.dailyinfo.co.uk/guide/religion/religion.html](http://www.dailyinfo.co.uk/guide/religion/religion.html)

- Buddhists <http://www.thranquhouse.org.uk/>
- Jews <http://ojc-online.org>
- Oxford Chabad Society [www.oxfordchabad.org/](http://www.oxfordchabad.org/)
- Hindus <http://www.oxfordhindutemple.org/>
- Methodists [www.oxfordmethodists.org.uk](http://www.oxfordmethodists.org.uk)
- Muslims [www.meco.org.uk](http://www.meco.org.uk)
- Quakers [www.oxfordquakers.org](http://www.oxfordquakers.org)
- Catholics <https://www.catholic-chaplaincy.org.uk/home/student-chaplaincy/community/catholic-oxford/>
- Sikhs <http://www.oxfordsikhs.com>

## External links

### Action plan

The College reviews all of its HR policies annually in addition to reviewing the Equality Action Plan.

## Equal Opportunities Policy: Sexual Orientation

The Equality Act 2010 makes it unlawful to discriminate against anyone on the grounds of sexual orientation.

Sexual orientation is defined as a sexual orientation towards persons of the:

- Same sex (lesbians and gay men)
- Opposite sex (heterosexuals)
- Same and opposite sex (bisexuals).

The Act prohibits discrimination on the grounds of perceived as well as actual sexual orientation. It also prohibits less favourable treatment of someone on the grounds of associating with gay people, and cover direct discrimination, indirect discrimination, harassment and victimisation.

Although people are protected from discrimination on the grounds of their religion or belief, it is illegal to discriminate on these grounds against someone else on the grounds of sexual orientation (if, for example, their faith teaches that homosexuality is unacceptable).

### Monitoring & publishing

The College does not consider it is appropriate to publish statistics on the sexual orientation of staff or students.

### Support & advice

Keble College Harassment Advisers are able to advise on matters concerning harassment.

The University's Equality & Diversity Unit (<https://edu.admin.ox.ac.uk/home>) is able to offer guidance and advice to Departments and Colleges with regard to sexual orientation (for both staff and students). They are also able to advise on matters concerning harassment (<https://edu.admin.ox.ac.uk/home>). Alternatively you may wish to approach your line manager, tutor or the HR Manager (x72707).

Guidance on College personnel policy may be sought from the Human Resources Manager.

Members of staff may join the LGBT+ Staff Network (<https://edu.admin.ox.ac.uk/lgbt-staff-network>), and students are welcome to join the LGBT+ Society (<https://www.oulgbtq.org/>).

Oxford Friend helpline for LGBT+ people on 01865 726893 (<https://oxfordfriend1.wordpress.com/>).

### External links

Stonewall [www.stonewall.org.uk/](http://www.stonewall.org.uk/)

The Terence Higgins Trust is a national organisation giving advice on many health issues, including AIDS and HIV [www.tht.org.uk/](http://www.tht.org.uk/)

### Action plan

The College reviews all of its HR policies annually in addition to reviewing the Equality Action Plan.



## Equal Opportunities Policy: Gender Reassignment

The Equality Act 2010 makes it unlawful to discriminate against anyone on the grounds of gender reassignment.

The language presently used in the Equality Act identifies “gender reassignment” as a protected characteristic. This language, whilst inclusive of some trans people, has fallen out of use in recent years and does not obviously include those who identify as non-binary, or those who have not undergone and do not intend to undergo gender-affirming care, for instance. In these circumstances, Keble emphasises that no person should experience discrimination on the basis of being trans or being perceived as trans (even if this perception is erroneous). Discrimination in any form against a person with this, or any other, protected characteristic is unacceptable at Keble.

Nothing in this Statement derogates from or is inconsistent with Keble’s commitment to freedom of expression. The holding of and/or expression of gender-critical views is recognised as a form of protected free speech provided that it does not constitute harassment as defined in Keble College’s Harassment Policy and Procedure.

### Monitoring & publishing

The College’s reported statistics on gender are based on reported gender.

### Support & advice

Keble College also has a welfare policy regarding ‘[Transgender and Gender Identity Policy](#)’.

Keble College Harassment Advisers are able to advise on matters concerning harassment.

The University’s Equality & Diversity Unit (<https://edu.admin.ox.ac.uk/home>) is able to offer guidance and advice to Departments and Colleges with regard to gender identity (for both staff and students). They are also able to advise on matters concerning harassment (<https://edu.admin.ox.ac.uk/home>). Alternatively you may wish to approach your line manager, tutor or the HR Manager (x72707).

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### External links

University of Oxford Transgender Policy: <https://edu.admin.ox.ac.uk/transgender-policy>  
University of Oxford Transgender Guidance: <https://edu.admin.ox.ac.uk/transgender-guidance>  
Stonewall Definitions of LGBTQ+ Terms: <https://www.stonewall.org.uk/list-lgbtq-terms>  
House of Commons Briefing Paper: “Gender recognition and the rights of transgender people” <https://commonslibrary.parliament.uk/research-briefings/cbp-8969/>

### Action plan

The College reviews all of its HR policies annually in addition to reviewing the Equality Action Plan.