

Equality, Diversity and Inclusion (“EDI”) Policy

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Equality, Diversity and Inclusion (“EDI”) Policy

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1.0 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 our staff, candidates, suppliers, partners and customers to reflect the diversity of the regional, national and international communities that we serve and to be able to operate in a work or social environment where they utilise their skills and talents to the full without fear of prejudice or harassment.

2.0 Scope

This policy covers any individuals who interact with Trinity, including but not limited to current and potential employees, workers, contractors, consultants, agency workers, suppliers, candidates, examiners, customers of and visitors to Trinity.

3.0 Trinity’s Commitment

Equality is at the heart of our Mission Statement. We aim to create an open and inclusive culture where people from all backgrounds are able to:

- make full use of their diverse talents and skills and reach their fullest potential;
- be treated with dignity and respect, and operate without fear of prejudice or harassment;
- be free to be their authentic self and challenge any form of unequal, offensive or unlawful treatment.

Trinity operates in accordance with the provisions of the Equality Act 2010. Our business and decision-making processes are conducted without any regard to protected characteristics including age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Trinity will comply with its legal obligations in a transparent manner, and take active steps to promote good EDI practices in all aspects of our business through a programme of activities to progress our equality aims and objectives:

3.1 Inclusive Workplace

- promoting awareness and understanding of EDI matters among staff and other parties through policies, training, guidance and communication campaigns;
- ensuring compliance with local employment and equality legislation;
- promoting Trinity vacancies across a wide range of platforms to ensure that we are attracting a wide cross-section of the communities we operate in;
- engaging with staff to discuss and assess 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 or differences;
- making any decisions relating to employment, recruitment and selection, reward and training on the grounds of performance, ability and merit, or potential performance and ability;
- monitoring EDI data amongst the workforce and taking steps to redress any imbalances identified;

- developing an accessible workplace which accommodates the needs of disabled employees and visitors who use Trinity facilities and to making reasonable adjustments to enable those who become disabled to remain in employment with Trinity;
- taking action to address disadvantages for an individual or group of individuals; and
- providing clear channels for staff to raise concerns about discriminatory behaviour, bullying or harassment and ensuring that any concerns are addressed on a timely basis, with actions being taken as appropriate.

3.2 Inclusive Service Delivery

- ensuring that customers and candidates are treated fairly and judged solely on merit and by reference to their skills and abilities;
- designing products and services to meet the diverse needs and preferences of our customers;
- welcoming feedback from customers to continually improve our services;
- making sure reasonable adjustments are made, as appropriate, to enable candidates with disabilities or additional needs to overcome barriers in the learning environment;
- providing special consideration and reasonable adjustments for Trinity candidates who have temporarily experienced an illness, injury or other event outside their control and which could materially affect their ability to demonstrate their full capability in an assessment;
- taking action to redress any gender, racial or other imbalance highlighted from service monitoring data;
- ensuring that all Trinity centres and office premises are, as far as reasonably possible, welcoming and accessible to all; and
- providing a confidential and safe route for the reporting of any malpractice or maladministration, or concerns or complaints relating to discrimination or inappropriate behaviours in examination processes.

3.3 Inclusive Content

- requiring that our content and examination material, where practical, includes positive and diverse content that is sensitive and relevant to our global community and broadens our learners' horizons through the promotion of lesser-represented artists;
- taking action to redress any gender, racial or other imbalance highlighted from examination monitoring data.
- ensuring that our marketing materials reflect the diverse communities in which we operate and are placed in wide range of channels to attract as wide an audience as possible.

3.4 Inclusive Supply Chain

- raising awareness of our policies and commitment to EDI with external suppliers, contractors and partners and encouraging them to follow similar good practice.

4.0 Roles and Responsibilities

Everybody working for, or connected with, Trinity has a responsibility to promote the principles of equality, diversity and inclusion and to behave in a respectful and professional manner at all times.

The Chief Executive and Executive Leadership Team ("ELT") are accountable for ensuring that the provisions of this policy are fully implemented across Trinity and for monitoring/assessing the impact of our actions and making recommendations for further improvements.

The Chief People & Culture Officer is specifically accountable for leading the implementation of the Trinity strategy in relation to equality, diversity and inclusion for staff.

All People Managers have a responsibility to ensure awareness and compliance with the contents of this policy, to take steps which actively promote an inclusive culture, and ensure that any incidents of inappropriate behaviour which may contravene our commitment are reported to the People & Culture Team on a timely basis.

All Employees have a responsibility to ensure they are familiar with the terms of this policy, to act in accordance with its provisions and to demonstrate respect for others at all times.

5.0 Implementation Approach

The principles of this policy will be implemented throughout each function within Trinity with the appropriate ELT Member being accountable for ensuring its provisions are followed. Progress against actions and objectives will also be reported to the ELT on a regular basis.

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

- the People & Culture Department will collect and analyse monitoring data on staff and report this information quarterly to the Executive Leadership Team
- Other Trinity functions will be accountable for establishing and maintaining appropriate measures to ensure that, as far as possible, they are operating 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.

5.1 Training

All managers, employees and workers are required to take part in annual EDI training appropriate to their role, with new staff required to take EDI training as part of their induction.

6.0 Complaints and Procedures related to Equality, Diversity and Inclusion

Trinity will not tolerate any form of discrimination, bullying or harassment and expects all members of staff and the wider Trinity community to treat others equitably, with dignity and respect. Anyone who believes they have been discriminated against, harassed or bullied has the right to make a complaint free from victimisation or fear of retaliation.

Trinity will actively investigate and respond to any allegations of discriminatory treatment or other inappropriate behaviours in a timely manner in accordance with our stated procedures:

Employee and workers or any other individuals engaged to undertake work for Trinity should refer to our [Anti-Harassment and Bullying Policy](#) for definitions of discrimination, bullying and harassment, and for further information as to how to raise their concerns about inappropriate behaviours.

Candidates, Centres, customers of or suppliers to Trinity should refer to our [Complaints Procedure](#) for further information on how to raise their concerns. Alternatively, concerns may be raised using our [Customer feedback](#) facility.

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.
2.0	April 2024	Chief People & Culture Officer	Material changes to broaden the scope of the policy and incorporate some content from Equal Opportunities Policy

Change Approval

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

Version	Date	Approver
0.1	2022-04-12	Policy Management Group
0.2	2024-05-22	Trinity Council