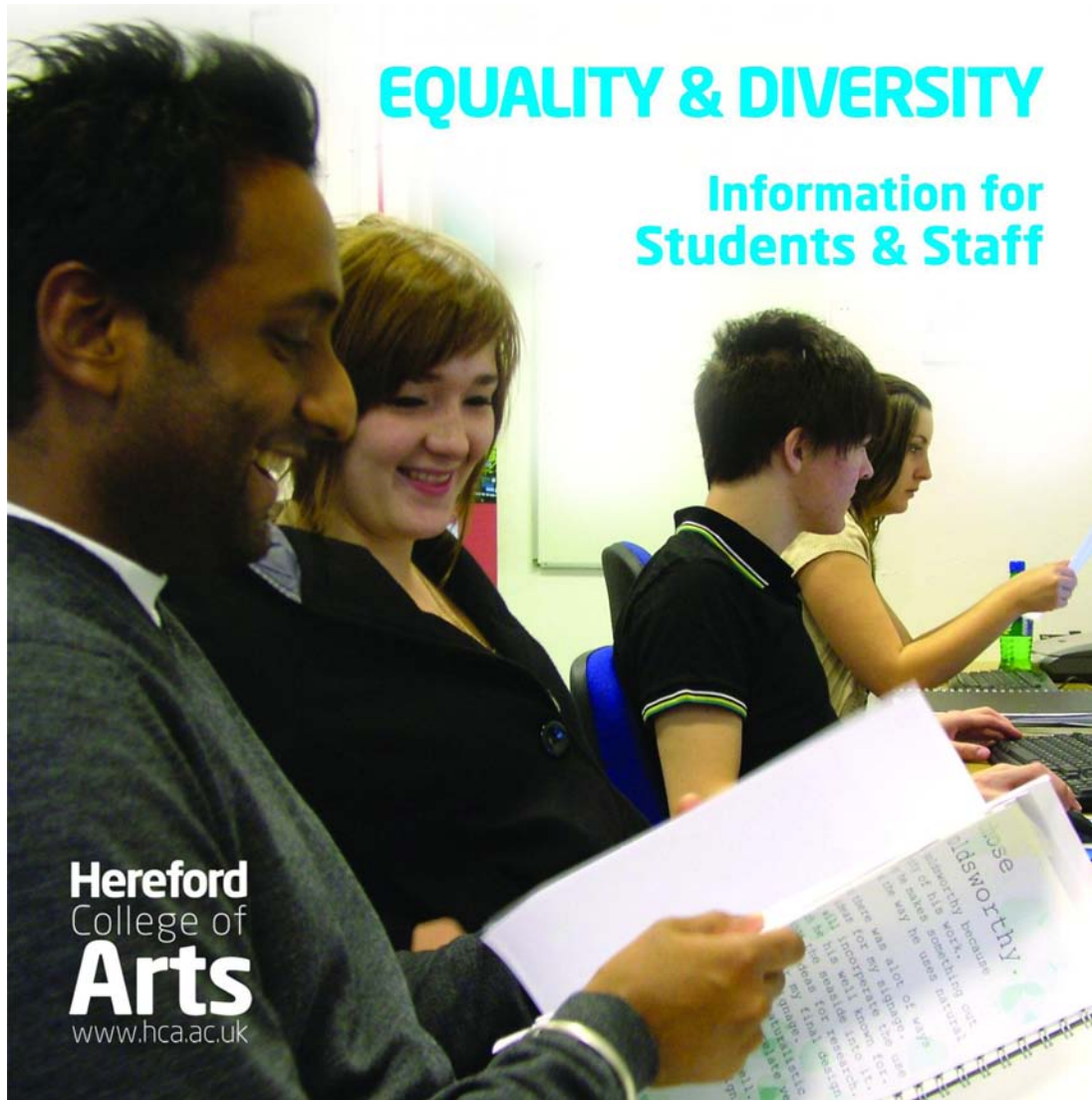


# EQUALITY & DIVERSITY

## Information for Students & Staff

Hereford  
College of  
**Arts**  
[www.hca.ac.uk](http://www.hca.ac.uk)



Hereford College of Arts is committed to creating a learning environment that is free from discrimination and aims to provide equality of opportunity for both students and staff.

## What is Equality?

Equality is about recognising and respecting diversity and difference - it is not about treating everyone the same.

Equality is about treating everyone as individuals with respect and consideration, and being aware of the impact our words and actions can have on others and society - it is not about giving certain groups "special treatment" or "extra rights".

Equality is about recognising the impact that prejudice and discrimination has on people and taking positive and constructive steps to ensure that we do not perpetuate or promote negative attitudes, stereotypes or damaging misconceptions about certain communities or individuals.

## What is Diversity?

Diversity is about embracing and celebrating the richness of society and ensuring that under-represented communities have a stake in that society - it is not about meeting quotas. Diversity is also about relationships and creating an environment that people can thrive in.

## Who is affected by Equality & Diversity?

Absolutely everyone who enters our College environment. Students, staff, examiners, contractors or just a visitor to the College - everyone is responsible for adhering to our commitment to equality and diversity at all times. This includes: direct and indirect discrimination, victimisation, harassment and bullying.



## Some Definitions

### Discrimination

Direct discrimination occurs when a particular group of people or a person is treated less favourably than others because of their race, colour, nationality, gender, age, sexual orientation, religion, belief or ethnic/national origin.

Indirect discrimination occurs when there are rules, regulations or procedures that are applied equally to all groups, but has a disproportionate effect on the members of one group because a considerable smaller proportion of members of that group can comply with it. This can happen in subtle ways and can occur through formal and informal practices.

### Victimisation

Victimisation occurs where a person has been treated less favourably than another person because he or she has made allegations. It does not matter if the allegations are not true, providing they were made in good faith. It can also occur when an individual is treated less favourably if they have given evidence or information.

### Harassment

Harassment is unacceptable behaviour, which can range from violence and bullying to more subtle behaviour such as ignoring an individual at work or study. It can subject an individual or a group to unwelcome attention, intimidation, humiliation, ridicule, offence or loss of privacy. It is unwanted by the recipient and continues after an objection is made, although a single incident may be serious enough to constitute harassment and justify a complaint.

### Bullying

Bullying is a particular form of personal harassment. It can be threatening, abusive, intimidating or insulting behaviour that may be an abuse of power, position or knowledge. It can happen in public or in private and is not confined to open, derisory remarks or aggression, but can also be subtle, resulting in an individual being singled out, demeaned or devalued.



### Our Commitments

- To ensure to the best of our ability that college staff, students, visitors and those associated with the College are not discriminated against directly or indirectly because of their gender, race, disability, sexuality, nationality, religious belief, social class, age or marital status.
- To promote and celebrate equality of opportunity to enable students and staff to reach their full potential.
- To establish and promote good relations between all persons within the College community.
- To work with other institutions, local communities and others on equality and diversity issues and to encourage and promote good practice.
- To ensure our policies and procedures are followed and reviewed.

## What are our Policies?

The College is committed to providing equality, diversity and opportunity for all students and staff across all areas of activity including:

**Aims & Values**

**Admissions & Access**

**Retention**

**Achievement & Assessment**

**Guidance & Support**

**Teaching & Learning**

**The Curriculum**

**Staff Recruitment**

**Professional Development & Support**

**Partnerships & Community Links**

**Quality Assurance**

For further information please refer to our:

**Race Equality Policy**

**Sex Equality Policy**

**Disability Equality Scheme**

**Equal Opportunities Policy**

## How do we Monitor, Review and Consult?

- The Governing Body, Principal and Managers are responsible for ensuring that policies and procedures are put in place and are monitored and evaluated annually.
- The College's policies are linked to the Strategic Plan, which will include a timetable for reviewing and assessing all policies.
- The Equal Opportunities Working Group is responsible for co-ordinating, reviewing and recommending appropriate actions to promote equality and diversity.
- All staff are responsible for dealing with equality and diversity incidents, promoting equality of opportunity and ensuring they are familiar with legislations, and taking up training and learning opportunities.
- All students are expected to comply with the related policies and procedures as stated in the Student Handbook, and to play their part in showing respect to all members of the College.



## What to do if you wish to report an incident

The College will view any breach of its policies and associated procedures as a very serious matter and this may lead to disciplinary action in accordance with the Disciplinary and Grievance Procedure currently in place for staff, and with the Student Rules and Regulations for students.

In the first instance, you should report the incident to your Line Manager or Course Leader. Alternatively, you may wish to discuss your concerns with:

Joe Schiavon  
Student Officer  
Tel: 01432 262130  
Email: [j.schiavon@hca.ac.uk](mailto:j.schiavon@hca.ac.uk)

Sue Lloyd  
Personnel Officer  
Tel: 01432 845340  
Email: [s.lloyd@hca.ac.uk](mailto:s.lloyd@hca.ac.uk)

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