



Essex International College

Equal Opportunity Policy V1.1

Policy name	Equal Opportunity Policy V1.1
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Through its policies and in its day to day work, the College is committed to promoting equality and fairness and combating discrimination. This applies to everyone, regardless of gender, racial or ethnic background, disability, religion, sexual orientation or age and embraces the College's legal responsibilities.

Equal Opportunity Policy (V1.1)

I. Statement of Principles and Values

Essex International College is committed to maintaining an inclusive community which recognises and values the natural worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, Essex International College seeks to develop and nurture its diversity. The College believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas.

Essex International College views, evaluates, and treats all persons in any College related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

II. Statement of Policy

Equal Employment Opportunity and Affirmative Action:

Essex International College does not condone and will not tolerate discrimination against any individual on the basis of race, religion, colour, sex, age, national origin, marital status, parental status, sexual orientation, disability, or status as a disabled. Essex International College promulgates policies and programs to ensure that all persons have equal access to its employment opportunities. All aspects of the employment relationship, including recruitment, selection, hiring, training, professional development, promotion and separations, are administered in accordance with the "Statement of Principles and Values" and this equal employment opportunity policy. Additionally, Essex International College promotes the full realisation of equal employment opportunity through a comprehensive affirmative action program.

III. Programmatic Responsibility

Principal of Essex International College is charged with overall responsibility for the successful implementation of Essex International College's equal opportunity, equal access, and affirmative action policies.

HR Manager is Essex International College's equal opportunity officer and is responsible for developing College-wide policies pertaining to equal opportunity, equal access, and affirmative action in cooperation with other College officers.

IV. Authority and Accountability within Administrative Units

The principal objectives of Essex International College's equal opportunity, equal access, and affirmative action policies are to provide fair and consistent treatment for all students and employees of the College. The College is committed to increase the recruitment, selection, and promotion of faculty and staff at the College who are racial or ethnic minorities, women, persons with disabilities.

V. Discrimination Complaints

Essex International College is committed to addressing discrimination complaints promptly and consistently, using procedures that are fair and effective from the point of view of the person and the institution, and to resolving complaints at the lowest organisational level wherever possible. HR Manager shall issue procedures for the enforcement of the policies.

Persons who feel they have been discriminated against should bring their complaints to the attention of their College head or supervisor, or seek assistance from the Principal.

Persons bringing complaints to the attention of the College are protected from interference, intimidation, or reprisal in any form. Retaliation against any person who has made a complaint is absolutely prohibited. It inhibits the ability of the College to address complaints and contributes to distrust of complaint procedures.

VI. Grievance Procedures

Misunderstandings or conflicts concerning your employment may arise. Although most of these matters resolve themselves naturally, the College provides grievance procedures to resolve the more serious problems. College grievance procedures do not, however, delay or limit disciplinary action against any faculty or staff member, up to and including termination.

The College prohibits retaliation against any person who participates as a party, witness, committee member, or in any other manner in a grievance proceeding pursuant to College policy.

Administrative/Professional Staff and Clerical/Service Staff

All administrative/professional and clerical/service staff members who have questions or problems related to their employment are encouraged to discuss such matters with their supervisors. If informal discussion does not resolve the issue to the employee's satisfaction, the employee may file a complaint under the grievance procedure. For a full discussion of grievance procedure for staff, refer to Grievance Policy in staff handbook.