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Approving Body	Board
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## Purpose

The Equality Act 2010 and the Equality Amendment Order 2012 require MetFilm to maintain an Equality & Diversity policy. This policy ensures MetFilm’s commitment to develop an inclusive and supportive environment for students and staff, where all are able to participate and where everyone has the opportunity to fulfil their potential.

## General Principles

Within a context of respecting difference, MetFilm is committed to ensuring that there is equal opportunity for all regardless of gender, age, race, disability, marital or civil partnership status, pregnancy, maternity & paternity, gender reassignment, religion or belief or sexual orientation.

MetFilm will not discriminate unfairly on the grounds of gender, age, race, disability, marital or civil partnership status, pregnancy, maternity or paternity, gender reassignment, religion or belief or sexual orientation.

MetFilm is committed to removing unfair and discriminatory practices in all contexts and at all levels and, as a result, to encouraging full contribution from its diverse community.

MetFilm is committed to actively opposing all forms of discrimination and calls on all members of its community to make a similar personal commitment.

MetFilm is committed to providing education and training to meet the aspirations of as many as possible of those whom it deems to have the ability and motivation to benefit.

MetFilm believes that all its students, employees and visitors are entitled to be treated with dignity and, as such, that discriminatory behaviour will not be tolerated.

Equality and diversity priorities will align with and underpin MetFilm's Strategic Plan as well as operational planning at all levels.

MetFilm will make reasonable adjustments for students and staff, in accordance with identified needs, wherever possible within the statutory criteria.

## Scope

This policy covers all aspects of the MetFilm's academic provision and business process including, but not limited to, programme development; student recruitment and admissions; learning and teaching; assessment; marketing; recruitment; induction; pay; conditions of service; staff development; change management; promotions; grievance and disciplinary procedures; course development.

This policy also applies to relationships with other institutions and with suppliers and contractors.

This policy also applies to potential students and employees.

## Definitions

### Employees

In the context of this policy an employee is defined as any person contracted to work for or provide services to MetFilm. This includes any person on a permanent or zero hour contract, provision of teaching services agreement, casual worker contract, apprenticeship, or provision of services agreement.

## **Discrimination**

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Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of belonging to a protected group (see below). Discrimination may be direct or indirect.

## **Protected Groups**

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1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy, Maternity & Paternity
6. Race
7. Sex
8. Sexual Orientation
9. Religion and Belief

## **Direct Discrimination**

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Direct discrimination occurs when a person or a policy, criterion or practice intentionally treats a person less favourably than another on grounds related to their identity with one of the protected groups listed above.

## **Indirect Discrimination**

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Indirect discrimination occurs when a person or a policy, criterion or practice applies equally to all but:

- is detrimental to a considerably larger proportion of people from a group identified as having one or more of the protected characteristics than from the general populace (i.e., a protected group)
- the need for the application of the policy cannot be justified on a neutral basis
- the person to whom the policy, criterion or practice is being applied suffers unfair detriment from the application of said policy, criterion, or practice

## **Harassment**

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Harassment occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. The Protection from Harassment Act 1997 makes harassment a criminal offence. The Protection of Freedoms Act 2012 created two new offences (under sections 2A and 4A of the 1997 Act) of:

- Stalking
- Stalking involving fear of violence or serious alarm and distress.

## **Victimisation**

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Victimisation occurs when a person is treated less favourably because they have brought or intend to bring internal or legal proceedings about discrimination, or they have given or intend to give evidence in an internal or legal proceeding about discrimination.

## Discriminatory Language

As a general rule: if age, gender, sexual preference, ethnicity, or any other category of identification or difference is not relevant to a discussion, then it should not be specified. If it is relevant, then it should be discussed respectfully. The use of offensive language, derogatory terms, stereotypes, or generalisations about an individual or group should also be avoided. The following are some of the major forms of discriminatory language (click on each word for web hyperlink): [extra-visibility](#), [invisibility](#), [stereotypes](#), [derogatory labels](#), [offensive language](#) & [trivialising language](#).

## Responsibilities

Every member of the MetFilm community has a moral and legal responsibility to promote equal treatment and opportunity within that community and to respect its diversity. MetFilm expects that all students, employees and/or visitors will act in such a way as to avoid subjecting other students, employees and/or visitors to direct or indirect discrimination and/or harassment or victimisation on the grounds of their gender, age, race, disability, gender identity or reassignment, marital or civil partnership status, pregnancy, maternity or paternity, disability, religion or belief or sexual orientation.

The Board and Executive take responsibility for achieving the objectives of this policy and for ensuring compliance with the Equality Act 2010 and the Equality Act Amendment Order 2012.

The Academic Board is responsible for matters relating to equality of opportunity in student recruitment and admissions, for developing policies which meet legislation and best practice, for monitoring the impact of these policies on different minority groups, and for reviewing relevant student recruitment and admissions statistics.

The Head of Student Services & Deputy Director are responsible for matters relating to equality of opportunity in learning, teaching, and assessment, for developing policies which meet legislation and best practice, for monitoring the impact of these policies on different minority groups, and for providing relevant student statistics.

The Human Resources Manager is responsible for matters relating to equality of opportunity in employment, for developing policies which meet legislation and best practice, for monitoring the impact of these policies on different minority groups, and for providing relevant employment statistics.

Students and employees are responsible for ensuring that their actions are carried out in accordance with this policy. They may be held personally to account should their actions fall short of the requirements of this policy in any way.

## Implementation & Communication

The Head of Student Services, reporting to the Executive Committee, will be responsible for the co-ordination of policy initiatives. These initiatives will be developed in consultation with students and staff. Students and staff will be regularly informed of their responsibilities towards the promotion and implementation of relevant policies and procedures and regular training and development will be provided.

The Equality and Diversity policy is available on MetFilm's VLE (Moodle) and the website, as well as in the intranet (MetFilm Central).

### **Breach of the policy**

The MetFilm will take seriously any instance of non-adherence to the Equality and Diversity policy by students, employees, or visitors. Any instances of non-adherence will be investigated with the intent of resolving matters. Where appropriate, such instances may be considered under the relevant disciplinary policy for employees or students.

### **External References**

1. The Equality Act 2010 (available [here](#)): The MetFilm policy has been informed by the Equality Act 2010 consolidated, simplified, strengthened and replaced previous legislation, consolidating equality legislation with respect to nine protected characteristics.
2. The UK Government's Guidance on the Equality Act 2010 (available [here](#)) contains Information and guidance on the Equality Act 2010, including age discrimination and public Equality Duty.
3. The UK Quality Code for Higher Education (available [here](#)) contains advice and guidance on Enabling Student Achievement. MetFilm aims to provide a supportive and inclusive environment for all students.