

STUDENT HAND BOOK

DISCRIMINATION

It is the policy of this College to ensure that all students, employees, contactors and visitors are protected from discrimination. All students and staff must respect the rights of others, whilst paying close attention to their differing needs, and those of other users of our premises. The rights to equality and protection from discrimination that are covered by statute are; disability discrimination, equal pay, fixed-term employment, rehabilitation of offenders, part-time employees, race discrimination, religion or belief, sex discrimination, sexual orientation and trade union membership.

Complaints Procedure

Students and staff who feel they have experienced or witnessed discrimination, bullying, harassment, abuse or intimidation should contact the relevant Dean or College Manager.

Informal Complaints

The Dean or College Manager will act as intermediary between persons identified above. They will seek to determine what behaviour was found to be offensive by the recipient and whether the behaviour was recognized as offensive by the person carrying out the action(s).

The Dean or College Manager will arrange for an informal meeting between both parties at a convenient date, time and location but within five days of the initial complaint. Both parties may be accompanied. The aim of the meeting will be conciliatory and will allow informal discussion to take place. The parties will be required to sign minutes as a true and accurate record of what took place. This document will be maintained in safe keeping and will not be added to the personal files of either person.

The Dean or College Manager will continue to monitor the situation between the parties for as long as he/she feels it is necessary, but not exceeding one year from the date of the first complaint.

Formal Complaints

Where it is established that there is a case to be answered, the formal disciplinary procedure will be invoked. Complaints should be made within three months of the alleged incident taking place.