

Equality, Diversity and Inclusion Policy



Introduction

The College is committed to actively encouraging equality and diversity among our membership and our workforce and to eliminating unlawful discrimination. Our Equality, Diversity and Inclusion Policy (ED&I Policy) outlines the approach to equality and diversity that is relevant to the way in which the College carries out its duties and activities as a membership organisation and employer.

The College is essentially a collection of individuals; capitalising on what is unique about these individuals and drawing on their different perspectives and experiences will add value to the way we carry out our activities, enable our employees and members to feel respected, and ensure the College is truly representative of all sections of our membership and the wider community.

As an organisation, the College constantly strives to be open and transparent, fair, inclusive and responsive to the needs of different cultures and groups. We believe our staff and members should embrace and support these aims, and challenge behaviour and attitudes that are not in keeping with this approach.

Scope

The policy applies to all College staff, officers and other people working directly for or with the College in conducting its activities.

Purpose/Aims

1. All members, staff, trainees, other professionals and the public are always treated fairly and with respect in their dealings with the College.
2. Everyone involved with the College has an equal chance to contribute and to achieve their potential.
3. Everyone involved with the College is free from discrimination, harassment and bullying, or any other form of behaviours that are contrary to our aims of fairness and inclusivity.
4. The College fulfils the requirements of the Equality Act 2010 and avoids and opposes unlawful discrimination related to protected characteristics.

Policy

1. The College will actively promote equality, diversity and inclusion in all its activities and communicate to members about this activity.
2. The College will complete an Equality Analysis when considering significant changes to its structure, activities or policy.
3. The College will collect and report on data to monitor its adherence to its ED&I policy and legal requirements.
4. The College will make its premises, its website and publications and its activities accessible as appropriate to staff, members, trainees, other professionals and the public and patients.

5. Staff
 - a. Individuals will be selected and treated on the basis of their relevant experience and skills and no job applicant or employee will receive less favourable treatment on grounds not relevant to their ability to meet the requirements of the post.
 - b. This applies but is not limited to recruitment, appointment, training and development, appraisal, rewards, promotion and disciplinary procedures.
 - c. All staff will be able to talk in confidence and raise concerns about discrimination.
 - d. The College will make all reasonable adjustments in the workplace for staff with protected characteristics and those needing support in caring for dependents.

6. Trainees
 - a. The College will complete an Equality Analysis when considering changes to the curriculum and assessment structure.
 - b. The College will actively encourage a diverse workforce entering into and progressing within ophthalmology and promote ophthalmology as a speciality for medical professionals from any background or with protected characteristics.

7. Examination candidates
 - a. The College will complete an Equality Analysis when considering changes to the curriculum and assessment structure.
 - b. The College will monitor differential attainment for groups of candidates that share protected characteristics.
 - c. The College will undertake all reasonable and legal requirements to ensure candidates can equally undertake examinations without discrimination.
 - d. College committee members, examiners, regional representatives and other College appointments, project and interest groups

8. The College will actively encourage a diverse make up of committees, groups, examiners and other member College roles.
 - a. The College will promote and ensure no discrimination nor inappropriate disrespectful behaviour in its committees, groups and associated activities.
 - b. The College will, in particular, ensure appropriate support and encouragement for patient and public participation in its groups for those with visual impairment.

9. Whole membership
 - a. The College will actively encourage diversity in its membership and promote equality and inclusivity by members where this is possible and appropriate.
 - b. The College will actively respond to membership enquiries about equality, diversity and inclusion and direct them to appropriate resources.

Monitoring and Reporting

The College will monitor the need for collection of data that helps to identify specific areas for improvement, our commitment to the principles of our ED&I Policy and our legal requirements.

Collection of Data: the College will monitor trends and collect data through surveys, application forms and member profile data identified in the CRM system. Access to ED&I data will be limited

to named data controllers within the College and the College will follow the letter and the spirit of data protection legislation. The principles of data collection are:

- a. All data will be managed securely and accurately within our CRM system.
- b. The College will communicate the specific need for the collection of data at any point of asking for data from members.
- c. Individuals providing information is always on an optional/permission based request.
- d. All data will be kept confidential, aggregated and used anonymously unless permission is sought and granted by individuals.
- e. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed. Personal data shall be accurate and, where necessary, kept up to date.
- f. No data will be collected from protected categories without a clear reporting need and purpose identified by the College and the Equality Diversity and Inclusion Committee. For example, 'maternity/paternity/pregnancy' should not be collected unless the College has identified this as an area that affects medical professionals and members from returning to work or accessing training whilst on maternity/paternity leave.
- g. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. Protected category fields are identified within this policy document.

Protected categories

The Equality Act 2010 recognises nine protected characteristics:

1. Age
2. Ethnicity/ race
3. Gender (sex)
4. Disability
5. Religion or belief
6. Gender reassignment
7. Marriage or civil partnership
8. Sexual orientation
9. Maternity/paternity or pregnancy

The College routinely collects data on the first four protected characteristics of its members (age, ethnicity, gender and disability). Since July 2015 it has collected data on the first eight protected characteristics of its exam candidates and intends to collect the same type of data from examiners.

Age: collection of age bands can be easier to analyse. Alternatively, date of birth provides a live piece of data can be manipulated for long term trending analysis. Age bands to be agreed by the College, but could be

25-35 36-45 46-55 56-65 66+

Ethnicity:

White	White British White Irish White Other
Mixed	White and Black Caribbean White and Black African White and Asian Any other mixed/multiple ethnic background – please state
Asian or Asian British	Indian Pakistani Bangladeshi Other Asian
Black or Black British	Black Caribbean Black African Black Other Chinese
Other	Middle Eastern Any other group – please state

Gender: Male, Female, Non-binary, Transgender, prefer not to say

Disability: The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (lasted/expected to last at least 12 months) and adverse effect on the person's ability to carry out normal day to day activities. *Note: collection of this data should be carefully considered as per 'principle 6'.*

1. Blind or sight loss
2. Deaf or hearing loss
3. Mobility e.g. difficulty walking short distances or climbing stairs
4. Manual dexterity
5. Learning disability, where a person learns in a different way e.g. Down's syndrome or dyslexia
6. Mental ill health e.g. schizophrenia, depression
7. Speech impairment
8. Cognitive disability e.g. brain injury, autism, Attention Deficit Hyperactivity Disorder or Asperger's Syndrome
9. Other impairment e.g. epilepsy, cardiovascular conditions, asthma, cancer, facial disfigurement, sickle cell, and progressive conditions such as motor neurone disease.
10. Prefer not to say

Religion: Recommended by Office for National Statistics (ONS) for England only. Different questions used by other nations. *Note: collection of this data should be carefully considered as per 'principle 6'.*

No religion	Buddhist	Christian	Hindu
Jewish	Muslim	Sikh	Prefer not to say
Any other – please state			

Other protected categories which may be used for data collection purposes, once agreed and carefully considered as per 'principle 6', may be:

- gender reassignment
- marriage or civil partnership
- maternity/paternity or pregnancy
- sex and sexual orientation

Reports and analysis

All reports will be aggregated and anonymised before publication. Data in reports will be compared with information on the UK population, data compared between groups and trends over time analysed. A standard set of reports will include:

Examination reports: include the monitoring of performance of examination candidates that share protected characteristics, qualitative and quantitative analysis and trend reporting which will be reviewed by the ED&I Committee and Examinations Committee. Both committees will report to Council on trends and remedial actions required where necessary.

- a. Reports will be exported from the CRM system and will be managed by a designated data controller(s).
- b. Quarterly or ad hoc reports as requested by Council.

Staff reports: an annual report on protected characteristics

Membership, council, committee (including lay members) reports: an annual report on protected characteristics.

An annual equality and diversity report will be published.

Training

The College offers unconscious bias training to examiners, trustees and staff. Staff are expected to understand the data protection regulations relevant to their role.

Duties

The Trustees are responsible for ensuring that appropriate ED&I policies are in place and reflected in the College's strategic plans. Adherence to policies should be monitored as part of its risk assessment plans.

The Council receives minutes from standing committees and these should highlight potential ED&I issues which should be referred to the Trustee Board.

The CEO is responsible for ensuring the effective implementation and management of this policy.

College staff are responsible for adhering to this policy and informing their manager if they become aware of any behaviour which undermines equality, diversity and inclusion.

The Equality, Diversity and Inclusion Committee are responsible for drafting and regularly updating this policy, monitoring adherence, overseeing the analysis and reporting of data, and providing advice to Council, Trustees and others on ED&I issues and report to the Trustee Board.

Approval and ratification

This policy will be approved by the ED&I committee and ratified by the Trustees. It will be reviewed in 3 years.

References

- Equality Act 2010
- Gender Recognition Act 2004
- Employment: Statutory Code of Practice
- Code of Practice on Employment Equality and Human Rights Commission April 2011 updated June 2014
- Code of Practice on Services, Public Functions and Associations Equality and Human Rights Commission April 2011 updated June 2014

Appendices

None

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