



## Equality, Diversity and Inclusion Policy

### 1. Introduction

- 1.1 Matrix College of Counselling and Psychotherapy (Matrix) is committed to promoting equality and providing an environment where all members of its community are treated with respect and dignity. We are committed to seeking to employ a workforce and educate a student body that reflects and promotes the diverse community we serve. The Equality Act (2010) helps by providing a legal framework to protect people from discrimination, harassment and victimisation in the workplace and wider society.
- 1.2 As a Higher Education institution we have specific equality duties that also require us to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. It is also our responsibility to publish equality information (data) on an annual basis.
- 1.3 We are committed to providing equality of opportunity and will work to ensure that all of our staff, students and visitors, as well as those that seek to apply to work or study with us are treated fairly and are not subjected to unlawful discrimination by Matrix on the basis of (their protected characteristic):
  - age
  - disability
  - gender identity (a personal sense of one's own gender. This can correspond to or differ from the sex we are assigned at birth)
  - marriage or civil partnership
  - pregnancy and maternity
  - race - (includes: race, colour, nationality (including citizenship), ethnic or national origins)
  - religion or belief including philosophical belief and a lack of belief
  - sex
  - sexual orientation
- 1.4 As an Organisational Member of the United Kingdom Council for Psychotherapy (UKCP) Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC) we extend our obligations beyond the minimum statutory duty and seek to actively promote inclusion and diversity and eliminate oppressive practice in all that we do.

### 2. Scope

- 2.1 The policy is applicable to all staff (which includes for the purposes of this policy and for ease of reference, Director & Principal, Registrar, Head of Clinical Practice, Head of Operations, Tutors, Programme Leads, volunteers/Associate Tutors) students and applicants to work or study at Matrix. The principles of non-discrimination and equality of opportunity also apply to the way in which staff and students should treat each other, visitors, contractors, service providers, suppliers and any other persons associated with the functions of Matrix.

2.2 This policy is non-contractual and maybe updated at any time.

### **3. Roles and Responsibilities**

3.1 The Director has ultimate accountability for compliance with the Matrix's equality obligations. The Principal has overall formal responsibility for this Policy. Day to day operational responsibility for this policy and its implementation has been delegated to Operational (Ops) Team, Programme Leads and Tutors

3.2 Staff and students have a responsibility to:

- read and understand this policy
- challenge and report unacceptable behaviour in a safe manner and in accordance with the policy

3.3 Matrix Leadership have a responsibility to:

- set a good example by treating all members of Matrix with dignity and respect and challenging unacceptable behaviour;
- ensure all staff and students are aware of this policy and know how to report discrimination, harassment or bullying, and that reporting incidents does not result in victimisation;
- present their staff with information (or knowledge about where to find such information) about employee rights as defined within the scope of the Matrix policies
- deal with complaints fairly, thoroughly, quickly and confidentially.

### **4. Aims of the Policy**

4.1 Matrix's aim is to promote equality of opportunity for all, through the following objectives:

- assessing the impact on equality in our policies, procedures and practices
- having an effective data monitoring and analysis process
- involving staff, students and other stakeholders in the development and delivery of our equality objectives
- promoting equality, diversity and inclusion through internal and external communications
- ensuring staff and Matrix student support services are, as far as reasonably possible, accessible to all
- ensuring that both existing staff and students, as well as those who seek to apply to work and study with us, are treated fairly and are judged solely on merit and by reference to their skills and abilities
- ensuring that staff, students and their representatives are provided with appropriate forums to discuss equality, diversity and inclusion issues and raise any concerns
- ensuring that all contractors and service providers operating on behalf of Matrix are aware of this policy and are expected to adhere to it
- complying with its legal obligations.

### **5. Implementation**

5.1 The Matrix community shares responsibility for the successful application of this policy, whilst specific responsibility falls to the Director & Principal, Registrar, Head of Clinical Practice, Head of Operations, Tutors and Programme Leads who are professionally involved in staff and student support, development and supervision.

- 5.2 Matrix will seek to ensure that all staff and students have equal access to the full range of institutional facilities and that adjustments to working and learning practices are considered wherever reasonably practicable in order to accommodate a diverse community.
- 5.3 Any staff member or student who believes that they may have been the victim of discrimination, harassment, bullying, victimisation or sexual misconduct shall have protection and support to manage the issue.
- 5.4 This policy will be made widely available to all staff and students in order that they are aware of their entitlements and responsibilities with regard to equality, diversity and inclusion.

## **6. Sanctions**

- 6.1 A failure to comply with the principles set out in this policy may be considered to be a disciplinary offence and will be addressed through the relevant procedures.

## **7. Complaints**

- 7.1 Any cases of discrimination, harassment, bullying, victimisation or sexual misconduct will be taken very seriously by Matrix. Any member of staff or student found guilty of unlawful discrimination, harassment or sexual misconduct will be subject to disciplinary action. Appropriate action will be taken where possible in response to any member of the public, visitor or service provider involved in discrimination, harassment or sexual misconduct.
- 7.2 Staff, students or other parties who make a complaint have the right to do so without fear of victimisation, and Matrix will make every effort to ensure that any complaints are dealt with promptly and fairly.
- 7.3 Members of the public should address their complaint to the Principal in the first instance.
- 7.4 Matrix makes provision for informal complaints to be made anonymously or with support through the student's Programme Lead and Head of Clinical Practice.
- 7.5 The Head Training, Head of Quality and Head of Clinical Practice are available to help with enquiries relating to discrimination, harassment, bullying or victimisation.

## **8. Internal Monitoring and Auditing**

- 8.1 Monitoring will take place both through an Annual Operational Team review process and reporting from the Principal to the Board of Governors. The diversity of job applicants, shortlisted candidates, new appointments, academic promotions, student admissions and attainment, will be monitored as part of the annual reporting.