

THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH

POLICY DOCUMENT

ON

THE DUTY TO PROMOTE RACE EQUALITY
Race Relations Amendment At 2000.

JANUARY 2004

INDEX

Frontispiece	Page 1
Index	Page 2
Introduction	Page 3
Guidance on our General Policy to promote Race Equality	Page 4
Policy Statement	Page 5
Organisation	Page 6
Arrangements	Page 7

INTRODUCTION

The Royal College of Surgeons of Edinburgh, founded in 1505, has a long and distinguished history. It is a vibrant and active institution committed to medical education.

Candidates come from all over the world to sit our examinations. At the Diploma Ceremonies, where the successful candidates are formally presented with their diplomas, many nationalities are represented.

This document defines and establishes our General Policy on the Duty to promote Race Equality as required by the Race Relations Amendment Act 2000. It provides details of the organisation, arrangements and procedures currently in operation.

This policy sets down the direction for Race Equality within the College by setting down a framework for management activity and relationships which will deliver and maintain the control of race equality.

This General Policy is to be reviewed annually

GUIDANCE ON OUR POLICY TO PROMOTE RACE EQUALITY

Our Race Equality Policy sets out the general policy for race equality amongst our Fellows, Employees, Managers, Examiners, Tutors, Course Conveners and others who may be affected by our undertaking. It describes the organisation and arrangements for putting policies and procedures into practice.

OUR POLICY CONSISTS OF THREE MAIN SECTIONS:

1. Statement of Intent

This describes our general aims and philosophy with regards to our obligations under the Race Relations Act.

2. Organisation for carrying out the Policy

This involves allocating duties and responsibilities to key personnel to implement the policy effectively. Whilst the overall responsibility rests at the highest management level, it is recognised that all individuals have responsibility for carrying out our policy.

3. Arrangements for promoting Race Equality

These sections include the systems and procedures in place, generally covering all the main aspects of our Policy.

COMMUNICATION

An Employee Handbook is provided for all employees to read, it contains the essential information from this policy and should be kept available. The Policy will be communicated to Examiners, Candidates, Tutors etc by briefings carried out in training sessions for new representatives, and by individual letters to College Members and Fellows who are already carrying out these functions.

MONITORING AND REVIEW

Monitoring of our General Policy on the Promotion of Race Equality is essential to assess how effectively our policies are working.

The Policy will be monitored on an ongoing basis and the appropriate part(s) revised and updated according to any changes in organisation and arrangements as and when they occur.

Improvements can be made to our General Policy by learning from experience and establishing review systems. Within this Policy the Statement of Intent indicates the date of our annual review date. This is a fixed date upon which an overall review of the whole policy will be carried out.

UPDATING THE POLICY

Updating of this Policy is required when:

- There are changes to the management structure
- There are changes to the business/organisation name
- Changes are made to any of the systems or procedures
- The activities of the business/organisation change significantly

DUTY TO PROMOTE RACE EQUALITY

OUR POLICY STATEMENT OF INTENT

The college is committed to the principle of equal opportunities in employment and education and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination accorded to employees, job applicants or candidates for examinations, on the grounds of their race, religious beliefs, creed, colour, disability, ethnic origin, nationality, marital/parental status, sex or sexual orientation.

In line with the philosophy of race equality, the College will actively seek to eliminate any potential for unlawful discrimination and will promote equality of opportunity and good relations between people of different racial groups.

ORGANISATION FOR CARRYING OUT THE POLICY

The Policy is issued by the Council of the College.

The College management structure and named Fellows who hold executive responsibility for activities within the various professional areas of the College that encompass the public duties carried out by the College have responsibility for ensuring that the Policy is carried out within their areas.

The Council has put in place a reporting structure to monitor the implementation of the Policy. Those responsible for this implementation include both staff members and executive Fellows of the College. These individuals are required to report against the College's Action Plan on the specific actions that have been put in place to carry out the College's duty under the Act.

ARRANGEMENTS FOR CARRYING OUT THE POLICY

The Policy encompasses the internal employment practices of the College as an employer and also the external professional activities that the College carries out in the execution of its public duties. The arrangements for carrying out the policy are described below within these two general, broad areas; the policy aims, however, are common to both areas and are to be implemented across all areas of college activity as an embedded policy.

In addition to the specific guidelines given below, the College has in place an action plan that places specific actions against members of staff and Fellows of the College to ensure that College activities are carried out within the requirements of the Act.

EMPLOYMENT PRACTICES

The College states its wholehearted support for the principles and practices of equal opportunity and recognises that it is the duty of all employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity and maintaining racial harmony.

We will ensure that individuals are recruited and selected, promoted and trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect unfair discrimination. When vacancies are advertised both internally and externally, the College will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Policy. To this end, opportunities will be taken through language, images or declarations, as appropriate, to show that the College is an equal opportunities employer. In practical terms this means that the wording of advertisements will be carefully scrutinised to ensure that any hidden discrimination is avoided or that racially loaded wording is avoided. Every effort will be made to ensure that the advertisements are placed in newspapers and publications so that as wide a readership as possible has access to the vacancies. This may include the placement of advertisements in ethnic publications and women's magazines. To this end, 'word of mouth' advertising, personal contacts and family relationships will be discouraged as the only means of recruiting new staff, Examiners/Tutors or promoting existing staff.

The College will actively promote equal opportunities throughout the organisation through the application of employment policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities. All managers and supervisors will seek to ensure that all employees comply with these principles.

The College recognises the problems that racial harassment may cause at work and is committed to ensure that such unacceptable behaviour does not take place. Racial harassment is concerned with derogatory treatment and language on racial grounds and, as with all forms of harassment, will not be tolerated by the College and may also be subject to criminal proceedings.

PROFESSIONAL ACTIVITIES

The College conducts examinations and educational activities within the execution of its public duties. It also has a variety of committees and bodies that indirectly influence these activities. The College has, as part of its action plan, a series of specific actions aimed at ensuring that the appointment of Executive College Fellows as examiners, educators, advisers and tutors and committee members is conducted within the terms of the Act. The College has also a series of measures that are taken to monitor the appointment of these individuals and also the outcome of the examination and education systems.

DUTY OF MANAGERS, SUPERVISORS, EXAMINERS AND TUTORS

All supervisors, managers, examiners and tutors are responsible for eliminating any sexual or racial harassment or intimidation of which they are aware. Failure to do so will be treated as failure to fulfil all the responsibilities of their position.

No supervisor, managers, examiner or tutor shall threaten or insinuate, either explicitly or implicitly, that an employee's or candidate's resistance to any racial abuse will be used as a basis for an employment decision or an examination result affecting that employee or candidate. Such conduct shall be treated by the College as a serious disciplinary offence by the supervisor, manager, examiner or tutor.

MONITORING AND REVIEW ARRANGMENTS

The College recognises that the regular monitoring of ethnic origin of applicants for employment, employees, executive Fellows and candidates for examinations and education is essential to the thorough review of the effectiveness of this Policy and to this end the College will initiate equal opportunity monitoring. The result of such monitoring will be published annually in suitable Official College publications such as the Annual Report. They will also be published on the College's website.

COMPLAINTS

The College also has procedures to investigate any complaints of racial discrimination which may be alleged by a member of staff, Fellow, examination candidate or education event delegate.

EMPLOYEE

The College will ensure that any individual or group of employees who believes that they have experienced direct or indirect unfair discrimination are properly represented in any grievance proceedings. Any employee who feels that he or she has been treated unfairly in connection with their employment should raise their grievance through the Grievance Procedure when every effort will be made to secure a satisfactory resolution. In addition the College will ensure that any employee making a complaint of unfair discrimination (or any employee or candidate assisting or representing) will be protected from any victimisation.

It is clearly inappropriate for the normal grievance procedure to be used for complaints of harassment particularly where it is their manager or examiner of whom the person makes the complaint. Wherever possible the person who believes that they are the subject of racial harassment should ask the person responsible to stop the harassing behaviour. Where this does not stop or some employment consequences result then a complaint should be made.

Any employee or candidate who believes that they have been the subject of racial harassment should report the alleged act to the appropriate Head of Department, Director or a nominated officer of the same race wherever possible.

FELLOW

Any Fellow who believes that there has been an act of racial discrimination committed against him or her should make a written complaint to the President, who will instigate an appropriate investigation.

EXAMINATION CANDIDATE OR EDUCATION EVENT DELEGATE

Any examination candidate or education event delegate who believes that there has been an act of racial discrimination committed against him or her should make a written complaint to the Examinations Convener or the Director of Education as appropriate who will instigate an appropriate investigation.

In certain Intercollegiate examinations the investigative procedure is outlined in the examination regulations and may involve representatives from other Colleges in the appropriate investigation.

RACE EQUALITY IN PRACTICE

The College will regularly scrutinise its functions, policies and procedures for any potential violating of the philosophy of race equality. Where such a potential is found to exist, action will be instigated to remove this potential and monitoring procedures put in place.

This Policy will be reviewed in November of each year or as soon as practicable thereafter.