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Equality & Diversity Policy

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Document title	GBS Equality and Diversity Policy
Version	V5.0
Approved by (Oversight committee)	Finance and Resource Committee
Policy lead (Staff member accountable)	Head of HR
Date of original approval	December 2018
Date of last review	November 2024
Changes made at the last review	All change, wording updated to reflect current best practice
Date effective from	January 2025
Date of next review	January 2026

Related GBS policies

- GBS Student Code of Conduct
- GBS Academic Good Practice and Academic Conduct Policy and Procedure
- GBS Student Protection Plan
- GBS Student Complaints Policy and Procedure
- GBS Anti-Harassment and Anti-Bullying Policy
- GBS Staff Complaints Policy and Procedure
- GBS Grievance Policy

External Reference Points

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, Data Protection Act 2018, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
3. UK Public General Acts, Mental Health Act 2007, Accessed online at: <https://www.legislation.gov.uk/ukpga/2007/12/contents>
4. UK Public General Acts, Equality Act 2010, Accessed online at: <https://www.legislation.gov.uk/ukpga/2010/15/contents>
5. UK Public General Acts, Disability Discrimination Act 1995, Accessed online at: <https://www.legislation.gov.uk/ukpga/1995/50/contents>

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1. Policy Statement

1.1. Global Banking School (GBS) is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

2. Purpose

2.1 We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. This policy covers all colleagues, officers, consultants, contractors, volunteers, casual workers and agency workers and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

3. Definitions

3.1 The terms equality, inclusion, diversity and equity are at the heart of this policy.

3.1.1 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination.

3.1.2 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.

3.1.3 'Diversity' means the celebration of individual differences amongst the workforce.

3.1.4 'Equity' means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all.

3.2 We will actively support diversity, equity and inclusion and ensure that our workforce is valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

4. Principles

4.1 Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals at GBS as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of its

principles are essential to eliminate discrimination and provide equality and equity throughout GBS.

4.2 Colleagues are invited to comment on this policy and suggest ways in which it might be improved by contacting hr@globalbankingschool.ac.uk

4.3 Breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.

4.4 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or through our Anti-harassment and Bullying Policy as appropriate.

5. Roles and Responsibilities

5.1 All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

5.2 The Head of HR has particular responsibility for implementing and monitoring the Equality and diversity policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

5.3 All colleagues, workers or self-employed contractors whether part-time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All colleagues will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Company.

5.4 GBS Student Representative Committee plays an important role to consider matters with regards to the general student experience. Student Representatives are responsible for delivering messages to the wider student body in relation to our zero-tolerance policy and the possible consequences and actions that we will take regarding inequality and discrimination.

5.5 GBS Board of Directors will have an oversight of the Equality and Diversity procedures and will be regularly provided with anonymised data.

5.6 GBS Academic Board is responsible to advise the Board of Directors on regulations and processes concerning the conduct of students, maintaining oversight, and monitoring the implementation of policies including this policy and its accompanying procedures.

6. Our Commitment as An Employer

6.1 We are committed to:

- creating an environment in which individual differences and the contributions of our staff are recognised and valued
- everyone is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- providing training, development and progression opportunities to all staff
- understanding equality and inclusion in the workplace is good management practice and makes sound business sense
- reviewing all our employment practices and procedures to ensure fairness and inclusion for all
- taking steps to ensure equity amongst our workforce such as ensuring that our vacancies are advertised to a diverse range of potential candidates and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented within GBS, taking positive action to recruit disabled people and ensuring there are no unlawful barriers to accessing our employment opportunities, training, progression opportunities, benefits and facilities
- diversity in our workforce will be regularly monitored to ensure equal opportunities throughout GBS. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups
- monitoring and reviewing this policy annually.

7. Our Commitment as a Service Provider

7.1 We are committed to:

- providing services to which all students are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
- making sure our services are delivered equally and meet the diverse needs of our service users and students
- taking steps to ensure equity amongst our students and service users such as removing any unlawful obstacles to accessing our services or facilities. Where appropriate, measures will be taken to identify and remove unnecessary barriers and to meet the special needs of disadvantaged or underrepresented groups

- monitoring and reviewing this policy annually
- having clear procedures that enable our students, candidates for jobs and colleagues to raise a grievance or make a complaint if they feel they have been unfairly treated.

8. Equal Opportunity Policy Statements

8.1 Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people are given equal access to our employment, training, development and promotion opportunities and
- challenge discriminatory assumptions about younger and older people.

8.2 Disability

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with you and try to find an alternative solution where possible
- challenge discriminatory assumptions about disabled people and
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation
- If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate
- We will keep the physical features of our premises under review to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

8.3 Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents and
- actively promote race equality and inclusion within GBS
- take positive action to redress the negative effects of discrimination against everyone
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

8.4 Gender

We will:

- challenge discriminatory assumptions about gender

- take positive action to redress the negative effects of discrimination against everyone
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same and
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

8.5 Sexual Orientation

We will:

- ensure that we take account of the needs of everyone, including the LGBTQ+ communities
- promote positive images of the LGBTQ+ communities
- challenge discriminatory assumptions about the LGBTQ+ communities
- take positive action to redress the negative effects of discrimination against everyone and
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

8.6 Religion or Belief

We will:

- ensure that colleagues' religion or beliefs and related observances are respected and accommodated wherever possible and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

8.7 Pregnancy or Maternity

We will:

- ensure that people are treated with respect and dignity during pregnancy or maternity leave
- challenge discriminatory assumptions about pregnancy or maternity and
- ensure that no individual is disadvantaged during pregnancy or maternity leave and that we take account of the needs of our colleagues' during pregnancy or maternity leave.

8.8 Marriage or Civil Partnership

We will:

- ensure that people are treated with respect and dignity regardless of marriage or civil partnership status

- challenge discriminatory assumptions about the marriage or civil partnership of our colleagues and
- ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.

9. Part-time and Fixed-Term Work

9.1 Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

10. Equal Pay

10.1 We will ensure that all colleagues have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

11. Policy Amendment and Administration

11.1 This policy may be amended by GBS at any time. If there are any queries relating to policy administration, please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.

12. Data Protection and Confidentiality

12.1 GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioner's website](#). GBS as a Data Controller implements appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

13. Alternative Format

13.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.