

Equality, Diversity and Anti-Discrimination Policy

Glasgow Maritime Academy LLP is committed to providing a learning and working environment in which individuals are treated fairly, with dignity and respect.

Discrimination, harassment, sexual harassment, bullying, cyberbullying, victimisation and other abusive behaviour are not acceptable within GMA.

1. Scope

This policy applies to applicants, participants, staff, lecturers, assessors, contractors and visitors. It applies to conduct on Academy premises, during classroom or practical training, within simulators and workshops, during online or blended learning, during Academy-organised activities and through email, messaging platforms or social media where the conduct affects the Academy community or learning environment.

2. Equality and non-discrimination

GMA will not unlawfully discriminate against an individual because of a protected characteristic under the Equality Act 2010. The protected characteristics are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race, including colour, nationality and ethnic or national origin;
- religion or belief;
- sex;
- sexual orientation.

The same principles of dignity, fairness and respect will be applied more broadly to all members of the Academy community.

3. Areas covered

This policy applies, as relevant, to:

- enquiries and admissions;
- participant selection and entry requirements;
- course allocation and access to learning resources;
- teaching and assessment;
- practical and simulator training;
- course fees and administration;

- participant welfare and support;
- use of Academy facilities;
- certification;
- complaints and appeals;
- recruitment and employment;
- staff development and disciplinary processes.

4. Forms of prohibited conduct

Direct discrimination: treating someone less favourably because of a protected characteristic.

Indirect discrimination: applying a provision, criterion or practice that places people sharing a protected characteristic at a particular disadvantage where it cannot be objectively justified.

Harassment: unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Sexual harassment: unwanted conduct of a sexual nature that has the purpose or effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation: subjecting someone to detriment because they have raised, supported or participated in a legitimate discrimination or harassment concern.

Bullying and cyberbullying: intimidating, humiliating, threatening or abusive behaviour, whether carried out face-to-face or digitally.

5. Admissions and entry standards

Course entry requirements will be based on legitimate academic, professional, regulatory, safety or competence requirements. Protected characteristics will not be used as a reason to refuse admission except where a lawful and objectively justified requirement applies.

6. Reasonable adjustments

GMA will consider reasonable adjustments for disabled applicants, participants and staff. Individuals are encouraged to inform the Academy as early as possible of any adjustment or support requirement so that suitable arrangements can be considered before training or assessment begins.

Possible adjustments may include accessible formats, adjustments to the physical learning environment, assistive technology, suitable seating arrangements, additional communication support or reasonable adjustments to teaching or assessment administration.

Reasonable adjustments must not invalidate an assessment, remove an essential safety requirement or reduce a competence standard that a participant is required to demonstrate.

7. Teaching and assessment

Lecturers, instructors and assessors must treat participants consistently and respectfully, use inclusive teaching practices, avoid discriminatory assumptions or stereotypes, respond appropriately to inappropriate behaviour and ensure assessment decisions are based on the required learning outcomes and evidence of competence.

Assessment results must not be influenced by a participant's protected characteristic or personal background.

8. Participant responsibilities

Participants must:

- treat staff and fellow participants with dignity and respect;
- comply with the Participant Code of Conduct;
- refrain from discriminatory, abusive, threatening or harassing behaviour;
- avoid discriminatory jokes, images, messages or online content;
- respect cultural, religious and personal differences;
- follow reasonable instructions intended to maintain a safe and inclusive learning environment.

9. Staff responsibilities

All staff are responsible for implementing this policy. Managers have an additional responsibility to address reported concerns promptly, ensure staff understand the policy, take appropriate action where misconduct is identified, ensure decisions are fair and appropriately documented and protect individuals from retaliation for raising genuine concerns.

10. Reporting discrimination, harassment or abusive behaviour

A participant may raise a concern with their lecturer or instructor, Academy administration, the Quality Manager or a member of senior management. A person does not have to confront the individual concerned before reporting a matter to GMA.

Reports should be made as soon as reasonably practicable so that the matter can be investigated effectively.

11. How concerns will be handled

GMA will:

- 1 acknowledge and record the concern;
- 2 consider any immediate safety or welfare action required;
- 3 establish the relevant facts fairly;
- 4 give affected parties an appropriate opportunity to provide information;
- 5 maintain confidentiality as far as reasonably possible;
- 6 reach a decision based on the available evidence;
- 7 take proportionate corrective or disciplinary action where appropriate;

- 8 communicate the outcome to the extent permitted by confidentiality and data-protection requirements.

Serious allegations may be referred to an appropriate external authority where required by law.

12. Protection from victimisation

No applicant, participant, employee or other person will be penalised for raising a genuine concern in good faith, providing evidence or supporting another person who has raised a concern.

Knowingly making a deliberately false or malicious allegation may itself constitute misconduct. A complaint that is not upheld is not, by itself, evidence that it was malicious.

13. Action following a breach

A substantiated breach may result in proportionate action, including advice or instruction, a warning, a requirement to cease the behaviour, removal from a particular activity, removal from training, disciplinary action, termination of employment or contractual arrangements where appropriate, or referral to an external authority where required.

14. Complaints and appeals

A person who is dissatisfied with the handling of an equality or discrimination concern may use GMA's formal Complaints Procedure. Making a complaint will not adversely affect a participant's academic or assessment treatment.

15. Monitoring, communication and review

GMA will monitor the effectiveness of this policy using appropriate information such as complaints, disciplinary cases, participant feedback, staff feedback, adjustment requests and internal reviews. Information used for monitoring will be handled in accordance with data-protection requirements.

The policy will be available to participants and staff, referenced during induction and linked to the relevant Codes of Conduct. It will be reviewed at least annually and sooner where required following a change in law, a significant incident, an internal review finding or a material change to GMA's provision.