

## **Equality & Diversity Retirement Process**

The College Equality and Diversity Policy applies to all members of the College community, whether students, staff or visitors. Organisations with whom the college works will also be expected to comply with the Policy.

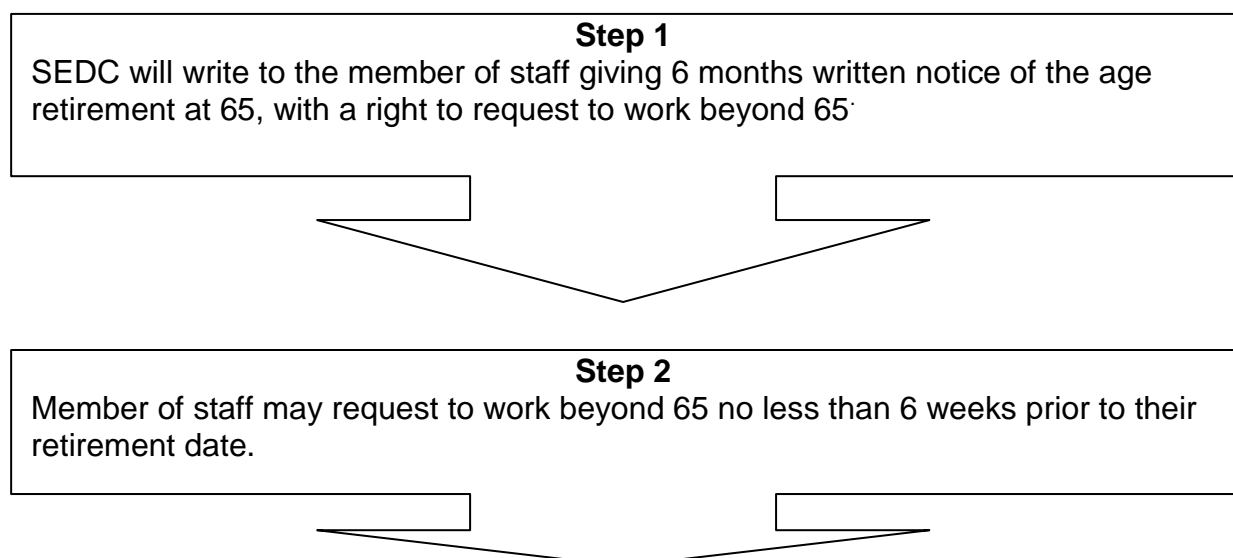
The College recognises that equality of opportunity is fundamental to the provision of a quality service and is embedded in the College Charters, Standards and Procedures.

The College will not tolerate any form of behaviour or activity that discriminates without proper justification on the grounds of gender, race, age, nationality, ethnic or national origins, marital status, sexual orientation, trade union activity, political or religious beliefs and activities, family responsibilities, class, physical, sensory, mental or other forms of disability or medical condition.

The College is committed to provide the necessary resources to plan, implement, monitor, review and further develop this policy to ensure that all staff, students and visitors enjoy a working and learning environment in which the dignity of individuals is respected.

While the primary responsibility for the prevention of discrimination lies with the College as an employer, it is the responsibility of all employees to promote equity and diversity and avoid unlawful discrimination. The College will take any appropriate disciplinary or legal action to protect students, staff or other persons involved with the college from any discriminatory behaviour.

To this end, South East Derbyshire College has adopted the following procedure in respect of retirement at the age of 65, to ensure fairness in the treatment of older workers.



**Step 3**

Line Manager, HR and employee will meet to discuss the request, with the right to be accompanied by a colleague or recognised trade union representative. A decision must be made within 14 days of the meeting in writing from HR. If the request is granted, the retirement age extension lasts for 1 year.

**Step 4**

If the request is turned down the employee can appeal within 14 days of receiving the decision stating their grounds clearly.

**Step 5**

The appeal will be heard by a manager more senior than the line manager within 14 days of receiving the appeal, giving the employee the right to be accompanied by a colleague or recognised trade union representative.

**Step 6**

The outcome of the appeal will be made in writing within 14 days of the meeting.

*N.B. If the appeal process is still underway when the employee reaches 65 the employee will remain a paid member of staff until a decision is reached. This process is repeated towards the end of each renegotiated retirement age extension. There is no limit on the number of extensions an employee can have.*