

Equality and Diversity Policy

If you require this document in an alternative format please contact the Equality and Diversity Team on 0161 306 5857 or email equalityanddiversity@manchester.ac.uk

1. Purpose

- 1.1 University of Manchester Conferences Ltd (UMC) (“the company”) is committed to providing an environment free from *discrimination, bullying, harassment or victimisation*, wherein everyone is *treated with respect and dignity*.
- 1.2 The company aims to create a *culture of diversity*, providing a dynamic working environment, whereby everyone is valued for their contribution and individuality.
- 1.3 We are committed to providing *equality of opportunity* for all, irrespective of:
 - i. age
 - ii. disability
 - iii. ethnicity (including race, colour and nationality)
 - iv. gender (including gender reassignment , marital status, pregnancy or maternity)
 - v. religion, belief
 - vi. sexual orientation (including civil partnership status)

2. Scope

- 2.1 The company operates services within, for and on behalf of The University of Manchester, itself a multi-functional organisation operating in a local, national and international context.
- 2.2 The policy is applicable to all UMC employees and the *principles of non-discrimination and equality of opportunity* apply to the way in which they treat each other, visitors, contractors, sub-contractors, service providers, suppliers, staff and students, both past and present, and any other persons associated with the functions of UMC Ltd and the University.

3. Aim

3.1 The company's aim, in-keeping with that of the University of Manchester and, as one of its wholly-owned subsidiary companies duly falling within the full scope of its practices relevant to the implementation and observance of this policy, is to promote *equality of opportunity for all*, through the following objectives:

- i. mainstreaming equality into strategic planning;
- ii. complying with its legal obligations;
- iii. having an effective data monitoring and analysis process that supports this policy;
- iv. systematically assessing the impact on equality through its policies, procedures and practices;
- v. involving employees and other stakeholders in the development and delivery of equality objectives;
- vi. ensuring that managers and staff undergo appropriate equality training and development for their role;
- vii. promoting equality and diversity through internal and external communications;
- viii. ensuring staff support services are, as far as reasonably possible, accessible to all;
- ix. ensuring that both existing staff and those who seek to apply to work for the company are treated fairly, and that individuals are judged solely on merit and by reference to their skills, abilities, qualifications, aptitude and potential;
- x. ensuring that UMC employees are provided with the opportunity to attend appropriate University forums *e.g. the University Equality and Diversity Forum* and staff network groups, to discuss equality and diversity issues and to raise any concerns;
- xi. ensuring that all contractors and service providers operating on behalf of the company are aware of this policy and expected to adhere to it.

4. Implementation

4.1 UMC Ltd as a whole, shares responsibility for the successful application of this policy, whilst specific responsibility falls on managers who are professionally involved in staff support, development and supervision.

4.2 The company is committed to developing initiatives to support all minority groups that have been disadvantaged in the past; however it will not permit positive discrimination.

- 4.3 The company will seek to ensure that all staff have equal access to the full range of facilities and that adjustments to working and learning practices are considered wherever reasonably possible in order to accommodate a more diverse workforce.
- 4.4 An employee who believes that he/she may have been the victim of discrimination, harassment or victimisation shall have full right of protection under the Dignity at Work Policy and Procedure, under which the company is committed to finding resolution for complaints.
- 4.5 UMC Ltd will work alongside The University of Manchester, its recognised trade unions and the any external organisations where appropriate to combat all forms of unlawful discrimination.

5. Role and Responsibilities

- 5.1 The UMC Ltd Board of Directors has ultimate accountability for compliance with the company's equality obligations. Day to day operational responsibility for this policy and its implementation has been delegated to the University's Equality and Diversity Team.
- 5.2 Staff have a responsibility to:
- i. Understand this policy and the related Dignity at Work and Study procedure and to contact their manager or the equality and diversity team if there are any questions;
 - ii. Challenge inappropriate behaviour or any discrimination;
 - iii. Report unacceptable behaviour in accordance with the Dignity at Work procedure.
- 5.3 Managers have a responsibility to:
- i. Set a good example by treating all staff with dignity and respect;
 - ii. Correct unacceptable behaviour;
 - iii. Ensure staff know how to report discrimination, bullying and harassment, and that reporting incidents does not result in victimisation;
 - iv. Deal with complaints fairly, thoroughly, quickly and confidentially;
 - v. Ensure that due consideration is given to equality and diversity within their sphere of influence.
- 5.4 The University's Equality and Diversity Team has the responsibility of considering all existing and emerging equality legislation with a view to identifying relevant issues, which are then translated into key University, and thereafter UMC Ltd, policies, as well as:

- i. Developing and supporting the implementation of the University's Equality Scheme through involvement and consultation;
- ii. Data monitoring, analysis and policy development;
- iii. Designing and delivering training and awareness raising campaigns;
- iv. Providing advice, support and guidance on related issues.

6. Complaints

- 6.1 Any cases of harassment, discrimination or bullying will be taken very seriously by the company, as any member of staff found guilty of unlawful discrimination or harassment will be subject to disciplinary action, including where appropriate, dismissal for gross misconduct.
- 6.2 Any member of the public, visitor or service provider involved in discrimination or harassment, appropriate or serious action will be taken.
- 6.3 Anyone who makes a complaint of discrimination has the right to do so without fear of victimisation and the company will make every effort to ensure this does not occur; any complaints will be dealt with promptly and fairly.
- 6.4 There is a confidential support and information service available from the University's network of voluntary Harassment Advisors.
- 6.5 Members of the public should address their complaint to the service team in question, in the first instance; the Equality and Diversity Team will be happy to help with enquiries relating to discrimination, harassment, bullying or victimisation.

7. Internal monitoring and auditing

- 7.1 Annual report: The University's internal monitoring process is an important way of determining whether measures taken by the University to combat harassment, discrimination and victimisation are effective, and plays an important part in ensuring equality and diversity are properly promoted and protected within the University and its subsidiary work environments.
- 7.2 Monitoring will take place both through the annual report of the University's Single Equality Scheme and in relation to other actions outside the scope of the Equality Scheme where appropriate in the light of the aims and objectives of this Policy.

8. Single Equality Scheme

- 8.1 The Single Equality Scheme outlines how the company will respond to its public equality duties and builds on the achievements of the previous Disability, Gender and Race Equality Schemes.

8.2 The key objectives of the Scheme have been identified in order to support the integration of equality of opportunity into all areas of the University and UMC Ltd, and are directly linked to the University's overarching strategic agenda. For further information visit: <http://www.campus.manchester.ac.uk/equalityanddiversity/singleequalityscheme/>

9. Further Information

9.1 Further information and support is available from the following:

- i. the appropriate Human Resources Partner
- ii. the Equality and Diversity Team
- iii. a trade union representative

Review and update arrangements

This policy does not form part of any employment contract and an annual review will take place to monitor the effectiveness of this policy, normally in December. The policy may also be amended from time to time to reflect and take account of changes in legislation.

Document control box	
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