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
Purpose

1. The University is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community are treated with respect and dignity. It aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.

2. We are committed to providing equality of opportunity for all, irrespective of:
   - age
   - disability
   - ethnicity (including race, colour and nationality)
   - gender (including gender reassignment\(^1\), gender identity, marital status, pregnancy or maternity)
   - religion, belief
   - sexual orientation (including civil partnership status)

Scope

3. The University is a multi-functional organisation operating in a local, national and international context.

4. The policy is applicable to all staff, students and applicants. The principles of non-discrimination and equality of opportunity also apply to the way in which staff and students should treat each other, visitors, contractors, sub-contractors, service providers, suppliers, former staff and students and any other persons associated with the functions of the University.

5. We will work to ensure that all of our students, employees and visitors, as well as those who seek to apply to work or study with us or who have previously worked or studied with us, are treated fairly and are not subjected to unlawful discrimination by the University.

Aim

6. The University’s aim is to promote equality of opportunity for all, through the following objectives:
   - mainstreaming equality into the University’s strategic and planning agenda;
   - complying with its legal obligations;
   - having an effective data monitoring and analysis process that supports this policy;
   - assessing the impact on equality in our policies, procedures and practices at the University;
   - involving staff, students and other stakeholders in the development and delivery of our equality objectives;
   - ensuring that managers and staff undergo appropriate equality training for their role;
   - promoting equality and diversity through internal and external communications;
   - ensuring staff and student support services are, as far as reasonably possible, accessible to all;
   - ensuring that both existing staff and students, as well as those who seek to apply to work or study with us, are treated fairly and that individuals are judged solely on merit and by reference to their skills, abilities, qualifications, aptitude and potential;

\(^1\) Referred to as ‘trans’ - Trans is an umbrella term encompassing all those who do not identify with the sex they were assigned at birth, including but not limited to those who are transgender, genderqueer, agender and non-binary.
• ensuring that staff, students and their unions’ representatives are provided with appropriate forums e.g. the University Equality and Diversity Forum and staff network groups, to discuss equality and diversity issues and raise any concerns;
• ensuring that all contractors and service providers operating on behalf of the University is aware of this policy and expected to adhere to it.

Implementation

7. The University community as a whole, shares responsibility for the successful application of this policy, whilst specific responsibility falls on managers and advisors who are professionally involved in staff and student support, development and supervision.

8. The University is committed to developing initiatives to support all minority groups that have been disadvantaged in the past and to help address some of the imbalances which still exist between its staff and student populations and the Manchester community. The University will not, however, permit positive discrimination.

9. The University will seek to ensure that all staff and students have equal access to the full range of institutional facilities and that adjustments to working and learning practices are considered wherever reasonably possible in order to accommodate a more diverse community.

10. Any staff member or student who believes that he/she may have been the victim of discrimination, bullying, harassment or victimisation shall have full right of protection under the University’s Dignity at Work and Study Policy and Procedure. The University is committed to finding resolution for complaints under this policy.

11. The University of Manchester will work in partnership with its recognised trade unions and the Students’ Union as well as external organisations where appropriate to combat all forms of unlawful discrimination.

Role and Responsibilities

12. The Board of Governors has ultimate accountability for compliance with the University’s equality obligations. The Registrar, Secretary and Chief Operating Officer has overall formal responsibility for this policy. Day to day operational responsibility for this policy and its implementation has been delegated to the Equality and Diversity Team.

13. Staff and students have a responsibility to:
• Understand this policy and the related Dignity at Work and Study procedure and to contact their manager, advisor or the equality and diversity team if there are any questions;
• Challenge inappropriate behaviour or any discrimination;
• Report unacceptable behaviour in accordance with the Dignity at Work and Study procedure.

14. Managers and advisors have a responsibility to:
• Set a good example by treating all members of the University with dignity and respect;
• Correct unacceptable behaviour;
• Ensure staff and students know how to report discrimination, bullying and
harassment. Ensure that reporting incidents does not result in victimisation;
• Deal with complaints fairly, thoroughly, quickly and confidentially;
• Ensure that due consideration is given to equality and diversity within their sphere of
influence.

15. The 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 policies. The Team is also responsible for:
• Supporting the implementation of the University’s Equality Objectives through involvement
and consultation;
• Data monitoring, analysis and policy development;
• Designing and delivering training and awareness raising campaigns;
• Providing advice, support and guidance on related issues.

Complaints

16. Any cases of harassment, discrimination, bullying or victimisation will be taken very
seriously by the University. Any member of staff or students found guilty of unlawful
discrimination or harassment will be subject to disciplinary action, including where
appropriate, dismissal for gross misconduct. Any member of the public, visitor or service
provider involved in discrimination or harassment, appropriate or serious action will be taken.

17. Staff, students or other parties who make a complaint of discrimination have the right to do
so without fear of victimisation and the University will make every effort to ensure
victimisation does not occur and that any complaints are dealt with promptly and fairly.

18. There is a confidential support and information service available from the University’s
network of voluntary Harassment Advisors.

19. The Dignity at Work and Study Policy can be downloaded from
http://www.staffnet.manchester.ac.uk/services/equality-and-diversity/policies-and-
guidance/dignity-at-work-and-study/ and contains the normal procedure to follow for staff
or students who wish to make a complaint of discrimination, bullying, harassment or
victimisation.

20. Members of the public should address their complaint to the University service in question,
in the first instance.

21. The Equality and Diversity Team will be happy to help with enquiries relating to
discrimination, harassment, bullying or victimisation.

Internal monitoring and auditing

22. 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.
• Monitoring will take place both through the Annual Performance Review (APR) process and reporting to the Equality and Diversity Forum.

Equality Objectives

23. The Equality Objectives outline how the University will respond to its public equality duties and builds on the achievements of the previous Single Equality Scheme. The key objectives have been identified in order to support the integration of equality of opportunity into all areas of the University and are directly linked to the University’s overarching strategic agenda. For further information visit: http://www.staffnet.manchester.ac.uk/services/equality-and-diversity/equalityobjectives/

Further Information

24. Further information and support is available from the following:

• the appropriate Human Resources Partner
• the appropriate Student Faculty Officer
• the Equality and Diversity Team
• a Trade Union or Student’s Union representative

Review and update arrangements

25. This policy does not form part of any employment contract and a biennial review will take place to monitor the effectiveness of this policy. The policy may also be amended from time to time to reflect and take account of changes in legislation.
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| **Related Statutes, Ordinances, & General Regulations** | - University Statute XIII Part VI Grievance Procedure  
- University Ordinances XXVIII Staff Grievance Procedure, Pursuant to Statute, XIII Part VI  
- University Student Regulation XVIII Student Complaint |
| **Equality relevance outcome:** | High¹ |
| **Related policies:** | Dignity at Work and Study Policy  
Disciplinary and Dismissal Procedure for Support Staff |
| **Related procedures** | Dignity at Work and Study Procedure for staff and students |
| **Related information:** | Reporting:  
Student report to senate  
[http://www.campus.manchester.ac.uk/studentexperience/appeal_stats.htm](http://www.campus.manchester.ac.uk/studentexperience/appeal_stats.htm)  
Student Satisfaction Survey  
[http://www.campus.manchester.ac.uk/studentexperience/surveyresults/0506/results.htm](http://www.campus.manchester.ac.uk/studentexperience/surveyresults/0506/results.htm) |
| **Policy owner:**    | Director of Human Resources |
| **Lead contact:**    | Head of Equality, Diversity and Inclusion |