

## Equality, Diversity and Inclusion Policy

### 1. Introduction

- 1.1 The University is committed to promoting equality and providing an environment where all members of its community are treated with respect and dignity. We are committed to seeking to employ a workforce and educate a student body that reflects the diverse community we serve. The Equality Act (2010) helps by providing a legal framework to protect people from discrimination, harassment and victimisation in the workplace and wider society.
- 1.2 As a Higher Education Institution we have specific equality duties that also require us to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. It is also our responsibility to publish equality information (data) on an annual basis, and review and publish specific and measurable equality objectives every four years.
- 1.3 We are committed to providing equality of opportunity and will work to ensure that all of our staff, students and visitors, as well as those that seek to apply to work or study with us are treated fairly and are not subjected to unlawful discrimination by the University on the basis of (their protected characteristic):
- age
  - disability
  - gender identity (a personal sense of one's own gender. This can correspond to or differ from the sex we are assigned at birth)
  - marriage or civil partnership
  - pregnancy and maternity
  - race - (includes: race, colour, nationality (including citizenship), ethnic or national origins)
  - religion or belief including philosophical belief and a lack of belief
  - sex
  - sexual orientation

## **2. Scope**

- 2.1 The policy is applicable to all staff (which includes for the purposes of this policy and for ease of reference, consultants, contractors, volunteers, casual workers and agency workers), students and applicants to work or study at the University. 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, service providers, suppliers and any other persons associated with the functions of the University.
- 2.2 This policy is non-contractual and maybe updated at any time.

## **3. Roles and Responsibilities**

- 3.1 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, Diversity and Inclusion Team.
- 3.2 Staff and students have a responsibility to:
- read and understand this policy and the related [Dignity at Work and Study policy and procedure](#);
  - challenge and report unacceptable behaviour in a safe manner and in accordance with the Dignity at Work and Study policy and procedure.
- 3.3 Managers and advisors have a responsibility to:
- set a good example by treating all members of the University with dignity and respect and challenging unacceptable behavior;
  - ensure all staff and students are aware of this Policy and know how to report discrimination, harassment or bullying, and that reporting incidents does not result in victimisation;
  - present their staff with information (or knowledge about where to find such information) about employee rights as defined within the scope of the University policies' including maternity and paternity rights etc.

- deal with complaints fairly, thoroughly, quickly and confidentially.

## **4 Aims of the Policy**

4.1 The University's aim is to promote equality of opportunity for all, through the following objectives:

- assessing the impact on equality in our policies, procedures and practices;
- having an effective data monitoring and analysis process;
- involving staff, students and other stakeholders in the development and delivery of our equality objectives;
- promoting equality, diversity and inclusion through internal and external communications;
- ensuring that managers and staff take part in equality training and in particular those who have responsibility for recruitment and selection;
- ensuring staff and university 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 and study with us, are treated fairly and are judged solely on merit and by reference to their skills and abilities;
- ensuring that staff, students and their representatives are provided with appropriate forums to discuss equality, diversity and inclusion issues and raise any concerns;
- ensuring that all contractors and service providers operating on behalf of the University are aware of this policy and are expected to adhere to it;
- complying with its legal obligations.

## **5 Implementation**

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

5.2 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 practicable in order to accommodate a diverse community.

- 5.3 Any staff member or student who believes that they may have been the victim of discrimination, harassment, bullying or victimisation shall have protection under the University's Dignity at Work and Study Policy and Procedure.
- 5.4 The University will work in partnership with its recognised campus Trade Unions and the Students' Union, as well as external organisations, where appropriate, to combat all forms of unlawful discrimination.
- 5.5 This policy will be made widely available to all staff and students in order that they are aware of their entitlements and responsibilities with regard to equality, diversity and inclusion.

## **6 Sanctions**

- 6.1 A failure to comply with the principles set out in this policy may be considered to be a disciplinary offence, and will be addressed through the relevant procedures.

## **7 Complaints**

- 7.1 Any cases of discrimination, harassment, bullying or victimisation will be taken very seriously by the University. Any member of staff or student found guilty of unlawful discrimination or harassment will be subject to disciplinary action. Appropriate action will be taken where possible if any member of the public, visitor or service provider involved in discrimination or harassment.
- 7.2 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 that any complaints are dealt with promptly and fairly.
- 7.3 Confidential support and information services are available from the University's network of Harassment Support Advisors.
- 7.4 The Dignity at Work and Study Policy can be downloaded from the [University website](#) and contains the procedure to follow for staff or students who wish to make a complaint of discrimination, harassment, bullying or victimisation.
- 7.5 Members of the public should address their complaint to the University service in question in the first instance. Contact information can be obtained from the Equality, Diversity and Inclusion Team.

- 7.6 The University makes provision for informal complaints to be made anonymously or with support from an advisor, through its [Report and Support](#) online platform.
- 7.7 The Equality, Diversity and Inclusion Team are available to help with enquiries relating to discrimination, harassment, bullying or victimisation.

## **8 Internal Monitoring and Auditing**

- 8.1 Monitoring will take place both through the Annual Performance Review (APR) process and reporting to the Equality, Diversity and Inclusion Leadership Group. The diversity of job applicants, shortlisted candidates, new appointments, academic promotions, student admissions and attainment, will be monitored as part of the [annual reporting](#).

## **9 Further Information**

- 9.1 Further information and support is available from the following:
- your school or directorate [HR Partner](#)
  - your Academic Adviser or a support adviser in your school
  - the [Equality, Diversity and Inclusion Team](#)
  - a [campus Trade Union](#) or [Student's Union representative](#)

Document control box	
Policy / Procedure title:	Equality, Diversity and Inclusion Policy
Date updated:	July 2019
Approving body:	HR Sub Committee of the Planning and Resources Committee
Version:	2
Supersedes:	Equality and Diversity Policy
Previous review dates:	July 2014
Next review date:	July 2022
Equality impact outcome:	High
Related Statutes, Ordinances, General Regulations:	<ol style="list-style-type: none"> <li>1. University Statute XIII Part III Disciplinary Procedures &amp; Part VI Grievance Procedure</li> <li>2. University Ordinances XXIV Staff Disciplinary Procedures pursuant to Statute XIII Part III &amp; XXVIII Staff Grievance Procedure pursuant to Statute, XIII Part VI</li> <li>3. University Student Regulation XVIII Student Complaints Procedure</li> <li>4. University Student Regulation XVII Conduct &amp; Discipline of Students</li> </ol>
Related policies:	Dignity and Work and Study Policy
Related procedures:	<p>Disciplinary and Dismissal Procedure for Support Staff                      Grievance Procedure for Support Staff                      University Student Regulation XVIII Student Complaints Procedure</p>
Policy owner:	Director of Human Resources
Lead contact:	Head of Equality, Diversity and Inclusion