

EQUALITY AND DIVERSITY POLICY



Equality and Diversity



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HR POLICY

Title:	EQUALITY AND DIVERSITY
Approved by:	Director of Human Resources
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SECTION 1 – INTRODUCTION _____	3
Purpose _____	3
Scope _____	3
Definitions _____	3
Legislative Context _____	4
Equality & Diversity _____	4
SECTION 2 - POLICY STATEMENT _____	4
SECTION 3 - GENERAL PRINCIPLES _____	4
SECTION 4 - RESPONSIBILITIES _____	5
SECTION 5 - COMMUNICATION _____	6
SECTION 6 - BREACH OF THE POLICY _____	6
SECTION 7 - DOCUMENT GOVERNANCE _____	7
Responsibility _____	7
Version Control and Change History _____	7
Document Review _____	7

SECTION 1 - INTRODUCTION

1.1 Purpose

- 1.1.1 This policy sets out the University's commitment towards the development of an inclusive and supportive environment for students and staff where all are able to participate and where everyone has the opportunity to fulfil their potential.

1.2 Scope

- 1.2.1 The policy applies to all staff, students and visitors to the University, together with those contracted to work at or for the University. This includes those with honorary contracts or 'Visitor' status and Visiting Professors and Fellows.

1.3 Definitions

Word/Term	Definition
Equality	A situation where all are able to participate and where everyone has the opportunity to fulfil their potential.
Equal opportunity	The right of individuals and protected groups to equality of access and outcome in employment and service delivery.
Diversity	Recognising, valuing and taking account of individuals' different backgrounds, knowledge, skills and experiences to create a more productive and effective educational community.
Protected groups	Equality legislation currently provides protection against unlawful discrimination in employment and service delivery on the following grounds: <ul style="list-style-type: none">• Age (does not include service delivery)• Disability• Gender reassignment• Marriage and Civil partnership• Maternity and Paternity• Race• Sex• Sexual orientation• Religion and Belief
Direct Discrimination	Actions where people are treated less favourably than others on grounds related to their identity as one of the above protected groups.
Indirect Discrimination	This occurs where a condition or requirement has been put in place which applies to all, but, in practice, has a detrimental effect upon a group of individuals that cannot be fully justified.
Victimisation	The treatment of someone less favourably because they have made or might make a complaint about discrimination under one of the above Protected Group categories.
Positive Action	Action taken by an organisation to provide development opportunities for 'Protected groups' who are demonstrably statistically under-represented.

1.4 Legislative Context

- 1.4.1 The Equality and Diversity Policy is in accordance with relevant employment legislation.

Name
<ul style="list-style-type: none">• The Equality Act 2010
<ul style="list-style-type: none">• Rehabilitation of Offenders Act (1974)
<ul style="list-style-type: none">• Health and Safety at Work Act (1974)
<ul style="list-style-type: none">• Trade Union Reform and Employment Rights Act (1993)
<ul style="list-style-type: none">• Criminal Justice and Public Disorder Act (1995)
<ul style="list-style-type: none">• Protection from Harassment Act (1997)
<ul style="list-style-type: none">• Crime and Disorder Act (1998)
<ul style="list-style-type: none">• Human Rights Act (1998)
<ul style="list-style-type: none">• Employment Relations Act (1999)
<ul style="list-style-type: none">• Management of Health and Safety at Work Regulations (1999)

1.5 Equality and Diversity

- 1.5.1 This policy will undergo a comprehensive Equality Impact Assessment to comply with the University's legislative responsibilities.
- 1.5.2 Statistical analysis on usage of the policy will also be used to inform the University's Equality policies and procedures. The Equality and Diversity Team will monitor these statistics on an ongoing basis to identify any key areas of concern and will work with the local line management to mitigate any adverse impacts of the policy on potentially vulnerable groups.

SECTION 2 – POLICY STATEMENT

- 2.1 The University is committed to supporting, developing and promoting equality and diversity in all of its practices and aims to establish an inclusive culture, free from discrimination and based on the values of dignity and respect.
- 2.2 The University consequently seeks to build capability across the institution in the development of this inclusive culture and resolution of obstacles to equality.
- 2.3 To achieve this, the University will, in carrying out its' activities, have due regard to:
- The promotion of equality of opportunity;
 - The promotion of good relations between different groups;
 - The elimination of unlawful discrimination.

SECTION 3 – GENERAL PRINCIPLES

- 3.1 Equality and diversity priorities will align with and underpin the NTU Strategic Plan as well as operational planning at all levels.
- 3.2 The University will adopt flexible and fluid approaches to engagement to ensure that the voices of stakeholders are taken into account as appropriate.

- 3.3 The University will adhere to an evidence-based approach to underpin equality and diversity planning.
- 3.4 Capability will be built across the organisation through a planned programme of learning and development.
- 3.5 The University will ensure that equalities information is accessibly stored; reliable; and shared optimally, whilst protecting the confidentiality of personal information.
- 3.6 The University will comply with its legal responsibilities in carrying out specific equality duties.
- 3.7 The University will produce and publish a Single Equality Scheme demonstrating how it will proactively seek to promote equality of opportunity in the areas of disability, sex and race equality.
- 3.8 The University will conduct Equality Impact Assessments on its policies and procedures as a means of identifying any potential adverse impacts and exploring possible solutions to mitigate these.
- 3.9 The University will monitor all stages of the employment process and procedures, training, progression and staff experiences by disability, sex and race equality – with a view to taking action where appropriate.
- 3.10 The University will monitor all stages of the student recruitment and admission process and procedures, teaching, attainment and student experiences by disability, sex and race – with a view to taking action where appropriate.
- 3.11 The University will publish annually, details of: monitoring, progress against the targets contained in the Single Equality Scheme and completed Equality Impact Assessments.
- 3.12 Consultation with stakeholders (i.e. employees, students and others), will be undertaken where possible, taking account of relevant information in order to determine equality objectives in relation to disability, sex and race.
- 3.13 The University will make reasonable adjustments for students and staff in accordance with identified needs wherever possible within the statutory criteria. For students, the University recognises its anticipatory duty and will endeavour to make such adjustments as are reasonable and feasible.

SECTION 4 – RESPONSIBILITIES

4.1 The Senior Management Team is responsible for:

- Ensuring the University meets its legal obligations relating to equality;
- Ensuring that senior level proposed policies and decisions are equality impact assessed where appropriate.

4.2 Managers are responsible for:

- ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the statutory duties to promote equality and eliminate discrimination;

- Fostering a culture in which equality and diversity considerations are embedded into their work areas;
- ensuring staff and students are encouraged and enabled to reach their full potential;
- identifying appropriate staff development to meet the needs of their respective areas.

4.3 Human Resources Managers are responsible for:

- Supporting managers in ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the statutory duties to promote equality and eliminate discrimination.

4.4 The Equality and Diversity Team is responsible for:

- providing advice, guidance and support on the application of this policy and for assisting other colleagues to address equalities related employment issues.

4.5 Members of staff are responsible for:

- supporting and implementing the aims of this policy;
- promoting equality of opportunity;
- Contributing to a safe and inclusive environment which celebrates diversity.

SECTION 5 - COMMUNICATION

5.1 The Equality and Diversity Policy is available to all staff and students of the University and the public on the University web site. If alternative formats of the Policy are required, please contact the Equality and Diversity Co-coordinator.

5.2 The Equality and Diversity website will facilitate communication with staff, students and members of the public. It will provide an opportunity to track the progress of initiatives and access published documents. It will also act as a repository for equalities data and guidance to assist staff in their planning.

SECTION 6 – BREACH OF THE POLICY

6.1 The University will take seriously any instances of non-adherence to the Equality and Diversity policy by students, staff or visitors. Any instances of non-adherence will be investigated with the intent of resolving matters. Where appropriate, such instances may be considered under the relevant disciplinary policy for staff or students.

6.2 The University encourages informal resolution of issues or complaints and provides Harassment Advisers and Mediators to support staff and students to this end.

6.3 Employees who believe there has been a breach of this policy may raise this through the Equality Complaints procedure.

- 6.4 Students who believe there has been a breach of this policy may complain through the Student Complaints Procedure.
- 6.5 Students who believe that there has been unfair discrimination, as defined by UK legislation, in an academic judgement only, may access the Academic Appeals Procedure Protocol for discrimination.
- 6.6 Any visitor who believes there has been a breach of this policy may complain in writing to the Head of Customer Services or the relevant Head of College, Head of Service or Dean.

SECTION 7 – DOCUMENT GOVERNANCE

7.1 Responsibility

Policy Owner	Director of Human Resources
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7.2 Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
1.0	15 November 2010	Senior Management Team	Full revision

7.3 Document Review

- 7.3.1 The policy will be reviewed by the Director of Human Resources in association with the trade unions, employee representatives (where appropriate) and managers in response to statutory changes, changes in University procedures or structures or as a result of the monitoring of the application of the policy. In any event, the policy will be reviewed every two years.