

EQUALITY, DIVERSITY & INCLUSION POLICY FOR STAFF AND STUDENTS

Department	Human Resources		
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I have carried out an equality impact assessment screening to help safeguard against discrimination and promote equality.			✓
I have considered the impact of the Policy/Strategy/Procedure (<i>delete as appropriate</i>) on the Welsh language and Welsh language provision within the University.			✓

1. Introduction

- 1.1 Glyndwr University (the University) is committed to supporting, developing and promoting equality, diversity and inclusion within its practices and activities and aims to establish an inclusive culture and environment free from discrimination, based on the values of dignity and respect.
- 1.2 The University recognises the real educational and business benefits of having a diverse community of staff and students who value one another and recognises that the institution is enhanced by a range of backgrounds, beliefs and cultures represented within its staff and student population, working to achieve the University's mission to inspire and enable; transforming people and places and driving economic, social and cultural success.
- 1.3 The University opposes all forms of unlawful or unfair discrimination on the grounds of all protected characteristics, part-time or fixed term contractual status and caring responsibilities. The University is committed to eliminating discrimination and actions or omissions which amount to a breach of this policy. Unlawful discrimination will be treated as a disciplinary offence resulting if appropriate in disciplinary action.

- 1.4 The University is committed to providing a learning, working and social environment in which the rights and dignity of all its staff and student population are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment and bullying. The University adopts a zero tolerance approach to bullying and harassment.

2. The Purpose of the Equality and Diversity Policy

- 2.1 The aim of this policy is to ensure that in carrying out its activities the University will have due regard to:
- eliminate unlawful discrimination, harassment and victimisation
 - advance equality of opportunity, across all activities of the University between different groups
 - foster good relations between people of a diverse background

The policy aims to:

- develop and promote a culture of equality and diversity throughout the University;
 - support all staff and students including provision of relevant support relating to protected characteristics, part-time or fixed term contractual status and caring responsibilities;
 - work to prevent forms of unlawful discrimination;
 - deal with all forms of discrimination consistently and effectively;
 - ensure that the policy influences and informs the culture of the University.
- 2.3 This policy builds upon the foundation of equality legislation and anti-discrimination guidance and aims to not only comply with legal requirements but to use these to advance best practice.
- 2.4 The Equality and Diversity Action Group has specific responsibility for ensuring compliance with this policy, relevant legislation and the promotion of good practice in relation to Equality & Diversity. The group helps to support and monitor equal opportunities by meeting regularly to discuss and review matters. The Director of Human Resources also has specific responsibilities for assisting with the implementation and monitoring of equal opportunities for staff at the University.

3. Scope

- 3.1 This policy applies to recruitment, terms and conditions of employment (including staff, training, career development, promotion, grievance and disciplinary procedures and all other aspects of employment and of the working environment).
- 3.2 It also applies to all aspects of the University's relationship with its students, including (but not limited to) admissions, teaching and assessment, the award of qualifications, disciplinary and complaints procedure and access to the University's facilities.
- 3.3 All staff and students are required to comply with this policy when dealing with other staff members (including temporary or agency staff and consultants) and students, job

applicants, clients, suppliers, customers and contacts of the University, and anyone else with whom they come into contact with during the course of their employment/study.

4. Definitions

4.2 Under the Equality Act 2010 protected characteristics are the grounds upon which discrimination is unlawful. The protected characteristics (section 4) under the Act are:

- Age
- gender
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief (including lack of belief)
- sexual orientation

4.3 The Equality Act 2010 sets out the following types discrimination:

Direct Discrimination

Direct discrimination occurs when someone is treated less favourably than another person on the grounds of a protected characteristic.

Associative Discrimination

Associative discrimination occurs when someone is directly discriminated against because they are associated with another person who has a protected characteristic.

Discrimination by Perception

Discrimination by perception occurs when someone is directly discriminated against because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to have the characteristic.

Indirect Discrimination

Indirect discrimination occurs when there is a criterion, provision or practice that applies to everyone but disadvantages a person/group with a particular protected characteristic.

Harassment

Harassment occurs when there is behaviour that is deemed to be offensive by the recipient. Affected persons can complain of behaviour that they find offensive even if it is not directed at them.

For behaviours to count as harassment in equality law, they have to be one of three types:

1. unwanted behaviour related to the protected characteristics listed in the Equality Act 2010, which has the effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment
2. sexual harassment

3. less favourable treatment because of submission to or rejection of previous sex or gender reassignment harassment

Harassment by a Third Party

Harassment by a third party occurs when an employer is subjecting their staff member to harassment where:

1. a third party subjects the staff member to harassment in the course of their employment
2. the employer fails to take reasonable practicable steps to protect their staff members from that third-party harassment
3. the third-party harasser does not have to be the same individual on each occasion or employed by the same organisation

Victimisation

Victimisation occurs when someone is treated badly because they have made or supported a complaint or grievance under the Equality Act 2010.

The University is committed to ensuring that its staff and students are treated with dignity and respect whilst at work/studying and acts of unfair treatment will not be tolerated. In order to support this commitment the University has introduced a Dignity at Work Policy and Procedure. The University has appointed a number of Dignity at Work Advisors who will offer a confidential and informal service to staff who feel that they have been subjected to bullying or harassment, further details can be found within the Human Resource page within [WGYOU](#).

5. Language

- 5.1 Prejudice and discrimination can arise and be reinforced by our use of language. Words and phrases can be associated with negative attitudes and may cause offence to people.
- 5.2 There is an expectation that all staff and students will ensure that their written and spoken material does not contain language that may cause offence to others.
- 5.3 Rather than be prescriptive about use of language, staff and students are asked to exercise good judgement. In particular, you should be aware of inappropriate references to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), gender and sexual orientation.

6. Recruitment

- 6.1 The University will ensure that the recruitment and selection of staff and students is conducted fairly and transparently, in accordance with its Recruitment and Selection Policies.

7. Terms and Conditions of Employment

- 7.1 The University will ensure that terms and conditions of employment are free from all forms of direct and indirect discrimination and apply equally with regards to individuals with all protected characteristics, part-time or fixed term status and caring responsibilities. No requirements or conditions will be imposed, directly or indirectly, which will or might place any individuals/groups at an unfair or unlawful disadvantage.
- 7.2 The University recognises that flexibility with regard to working patterns will assist the broadest range of people to work for the University. The University will consider all requests for flexible working patterns and will authorise a request wherever possible unless there is a sound business reason to decline the request.
- 7.3 Grievance and disciplinary procedures will be operated without discrimination on the grounds of all protected characteristics, part-time or fixed term status and caring responsibilities.

8. Training, Career Development and Promotion

- 8.1 All staff members will be provided with the appropriate training (in line with business priorities/needs) to enable them to improve their performance and achieve the performance standards and objectives set for them by the University, regardless of an individual's protected characteristic, part-time or fixed term status and caring responsibilities.
- 8.2 The University will ensure that opportunity for training and career development are made equally available to all staff.
- 8.3 All staff will receive refresher training in line with current Equality and Diversity updating; to include all new staff as part of their Induction programme.
- 8.4 Career progression within the University is based on personal merit and the reasonable requirements of the job regardless of all protected characteristics, part-time or fixed term status and caring responsibilities.

9. Responsibilities

The University expects all staff, students and stakeholders to behave in accordance with the Equality and Diversity Policy.

Staff who line manage others have a duty to ensure the Equality and Diversity Policy is communicated to their team.

An Equality & Diversity Policy cannot succeed without the active support of the entire University community. The responsibility for delivering the policy extends to every member of the institution including the management team, those with an explicit remit for diversity and individual members of staff. The implementation of this policy is therefore a shared responsibility amongst staff employed by the University. In addition, key individuals have specific responsibilities as set out below.

Role	Responsibility
Vice Chancellor	Overall responsibility for the policy, which includes the responsibility for ensuring that the policy is communicated, implemented, monitored and continuously reviewed according to legislation.
Governing Body	To encourage, foster and promote a culture of equality and diversity. To oversee the University's progress towards Equality, Diversity and Inclusion through regular agenda items at meetings of the Board or its Sub Committees.
Equality and Diversity Action Group	The responsibility for ensuring that our aims regarding equality, diversity and inclusion are met and for fostering a working and learning environment where all staff and students can fulfil their potential and for driving forward the implementation of the policy.
Director of Human Resources supported by HR Business Partner Development and Diversity	To support the aims of the policy, ensure that staff and managers are aware of their responsibilities under this policy and provide appropriate training and support to enable them to fulfil them.
Directors, Deans of Faculty, Managers and Supervisors	To be responsible for promoting equality and diversity to students and staff, ensuring that all matters of alleged discrimination, harassment and inappropriate behaviour are investigated promptly and thoroughly. Additionally, line managers are responsible for ensuring that staff identified as having specific responsibilities engage with the policy and carry out actions arising from the Strategic Equality Plan and its associated objectives.
Director of Finance	To have responsibility for putting in place rigorous procurement systems for ensuring all contractors and tendering organisations comply with the University's Equality & Diversity Policy.
Trade Unions	To provide advice, support and representation for their members and engage with the University to promote equal opportunities, prevent unlawful discrimination and help to foster good relations.
Student Union	To receive feedback from students and act upon it, sharing with the appropriate department/committee in the University.
All staff, students, external partners, service providers and suppliers	To support the aims of the policy, encourage non-discriminatory practices and report incidents of behaviour that fail to comply with the policy.

In line with our mission and values, we will strive to support the needs of all members of our community and achieve the highest possible standards in education delivery, employment practices and decision-making.

10 Implementation

- 10.1 The Director of HR, supported by the HR Business Partner Development and Diversity is responsible for the overall implementation and monitoring of the policy through the Strategic Objectives and will provide progress reports on an annual basis. The HR Business Partner Development and Diversity will provide support to those responsible for delivering specific actions.
- 10.2 All students should be provided with information relating to the policy on registration and abide by its principles. New member of staff must receive information on Equality & Diversity obligations and provisions from their managers at an early stage in their employment; including attendance at Equality & Diversity updating sessions. All staff members should familiarise themselves with this policy and ensure their practices are consistent with its contents and legislation. Individual members of staff should inform their line manager, their HR Business Partner and/or Trade Union representative if they think that discrimination is taking place. [Dignity at Work Advisors](#) are also available to support staff, providing signposting options should staff members feel that they are being subjected to bullying or harassment.
- 10.3 In order to ensure their effectiveness, all University policies and procedures will be supported by an Equality Impact Assessment (EIA).

11 Communication

- 11.1 It is important that staff at all levels are aware of this policy in order to comply with its requirements. A copy is available on the staff intranet and copies must be made available to staff who have limited access to a computer.
- 11.2 The University will consult periodically with relevant stakeholders in order to ensure representation of equality groups and try to improve the options to eradicate discrimination.
- 11.3 An Annual Report will be made available on the progress of the Strategic Objective Plan and its objectives and will be published on the University website. The report will include specific measures adopted to promote equal opportunities, progress on developments, and the outcome of the relevant year's monitoring of statistics, EIAs and future priorities.
- 11.4 The policy will be published online and made available in hard copy and alternative formats upon request.

12 Complaints

- 12.1 The University will take seriously any instances of non-adherence to the Equality and Diversity Policy by students, staff or visitors. The University will ensure that all staff and students are given opportunities to pursue reasonable means to follow procedures should they feel they are experiencing discrimination. Complaints of discrimination on the grounds of the areas covered by this policy should be brought using the appropriate [Grievance Procedures for staff](#) and complaints procedures for students.
- 12.2 Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant [Disciplinary Procedures for staff](#) or students. With

regard to any breach of the policy by visitors, the University will take appropriate action in relation to the nature of the incident.

- 12.3 Cases involving bullying and harassment in the workplace may be referred initially to one of the Dignity at Work Advisors. Should this approach not lead to a satisfactory resolution of the problem, information on how to proceed with a complaint is given in the [Dignity at Work Policy and Procedure](#)
- 12.4 Any student who wishes to raise a complaint will be referred through the [Students Complaints Procedure](#) set out in the Student Handbook. Students experiencing incidents of bullying or harassment should refer to the [Anti-Harassment and Anti-Bullying Policy and Procedure: Students](#).
- 12.5 Any applicant for employment concerned about the application of the policy should contact the HR Business Partner for Development and Diversity in the Human Resources Department.

13 Monitoring

- 13.1 The University is committed to monitoring the effectiveness of this policy. The University will undertake regular reviews into all aspects of our policies, procedures and practices in relation to recruitment, terms and conditions of employment, training, career development, promotion, grievance and discipline, performance reviews, dismissals and other reasons for leaving to identify any trends or patterns emerging and, if so, to analyse whether or not these are justified.
- 13.2 Monitoring data will help the University to identify the differences between groups of staff in terms of grade and position, type of contract, career development, training and other opportunities. It will also help the University to identify differences between groups of students in terms of teaching and learning, non-completion rates, student progression and achievement, assessment, access to learning resources, support and guidance and curricular and other opportunities.
- 13.3 The University is committed to identifying and taking all steps necessary to eliminate any unjustified discrimination which is revealed by this monitoring process.

14. Review

- 14.1 This policy will be reviewed in three years or earlier if legislative requirements change.

15. Equalities Impact Assessment

- 15.1 The Equality Act 2010 includes a requirement for all Higher Education Institutions to carry out Impact Assessments on all policies and procedures, both formal and informal and written and unwritten. This procedure will be screened to determine equality relevance for the following equality groups: Race, Gender, Disability, Age, Gender Reassignment, Sexual Orientation, Marriage & Civil Partnership, Maternity & Pregnancy and Religion and Belief.
- 15.2 In order to facilitate the impact assessment process, appropriate records will be kept during any future implementation of this policy.
- 15.3 Information will be collected on all protected characteristics for monitoring purposes. Details relating to any adverse impact revealed following assessments will also be

recorded for monitoring purposes. Some confidential monitoring of outcomes will also be recorded to evaluate the impact of the procedure upon University staff.

15.4 The policy and its associated Impact Assessment will be reviewed every three years.

Sources of Further Guidance

[Equality Act 2010](#)

[Human Rights Act 1998](#)

[Equality & Human Rights Commission](#)

[ACAS \(Advisory, Conciliation and Arbitration Service\)](#)

[Equality Challenge Unit](#)

If you would like a copy of this policy in large print or another format please contact Alison Bloomfield, HR Business Partner, Development & Diversity -
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