

Equality, diversity and inclusivity policy

Version 1.1

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Version control

Version	Date	Details	Who
1.0	2010	Policy created	Manager, E&D Unit
1.1	2017	Policy updated in line with brand guidelines	Manager, E&D Unit
1.2	November 2020	Policy updated: new EDI structure, Strategy and governance	Inclusive Practice Officer, EDI Team

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1. Purpose

- 1.1. This policy sets out the University's commitment for inclusive and supportive learning and working environments for all students and staff where all individuals have the opportunity to fulfil their potential.

2. Scope

- 2.1. This policy applies to all students and staff. Visitors, contractors and individuals with honorary status are also be expected to abide by this policy.

3. Definitions

- 3.1. A set of definitions used in this policy is set out in Appendix 1.

4. Legislative context

- 4.1. This policy is set within the following legislation:

- Equality Act (2010)
- Protection from Harassment Act (1997)
- Data Protection Act (2018)
- General Data Protection Regulation (2016/679 EU)

- 4.2. More information on the Equality Act (2010) is set out in Appendix 2.

- 4.3. This policy will be reviewed in the light of any new legislation.

5. Policy statement

- 5.1. The University is committed to supporting and promoting equality and diversity in all of its practices; and in so doing ensuring an inclusive culture.

- 5.2. The University will, in carrying out all of its activities, have due regard to:

- a. The promotion of equality of opportunity;

- b. The promotion of good relations between different groups;
- c. The elimination of all indirect and direct discrimination.

5.3. The University will not tolerate discrimination (including indirect discrimination), harassment (including sexual harassment), and victimisation of any kind, especially where this is based on a protected characteristic. We are determined to build an inclusive culture. Manager and staff responsibilities must be seen in this context.

5.4. In publishing this policy statement the University is committing to the following principles:

- a. To use equality information to inform and evaluate the University's Strategic plans;
- b. To meet and exceed the public sector general and specific equality duties, with actions informed by data and considered analysis;
- c. To deliver and monitor the equality, diversity and inclusivity policy using evidence-based data;
- d. To support staff to meet their equality, diversity and inclusivity responsibilities through learning and development programmes;
- e. To support students to meet their equality, diversity and inclusivity responsibilities through their programmes of study and wider student experience opportunities;
- f. To ensure that equality information is accessible, current and shared openly whilst observing data protection;
- g. To monitor all stages of the employment process, with a view to taking action where appropriate;
- h. To monitor all stages of the student cycle with a view to taking action where appropriate;
- i. To work towards establishing a workforce that reflects the student body and the diversity of local and regional communities.

5.5. As a broad principle, the University aspires to meet and go beyond our legal compliance requirements in its support of diverse students and staff, in line with its values.

6. Roles and Responsibilities

It is incumbent on all members of the University community to behave with dignity, courtesy and respect and to at all times act in a manner that does not discriminate, harass not victimise.

6.1 The Board of Governors

The University's Board of Governors are legally responsible for ensuring the University's compliance with equality and diversity legislation, seeking assurances from the executive that the institution is delivering on its legal duties and regulatory requirements. The Board of Governors will ensure there are arrangements in place to:

- a. eliminate unlawful discrimination, harassment and victimisation;
- b. advance equality of opportunity between people who do and do not share a protected characteristic; and
- c. foster good relations between people who share and those who do not share a protected characteristic.

The Board of Governors are responsible for the approval and oversight of the implementation of equality, diversity and inclusivity policies and strategies.

6.2 Board of Governors Committee Chairs

Committee Chairs will ensure that equality, diversity and inclusivity are mainstreamed into the work of the Board's committees.

6.3 The Directorate

The Directorate provide leadership on equality, diversity and inclusivity, and oversee the development of policy frameworks and their application across the University.

The Vice-Chancellor is responsible for implementing this policy statement. Operational responsibility is delegated to the Pro Vice-Chancellor Equalities and Civic Engagement, supported by the University's Equality, Diversity and Inclusivity Team. .

6.4 The Equality, Diversity and Inclusivity Committee

The Equality, Diversity and Inclusivity Committee is responsible for the development of strategic goals, monitoring progress and coordinating action related to equality, diversity and inclusivity for staff and students. The Committee will:

- a. Oversee the development, monitoring and implementation of the University's equality, diversity and inclusivity strategy and practice;
- b. Oversee the publication of equality objectives to demonstrate how the University will meet the equality duty;
- c. Ensure publication of annual progress reports detailing progress made against University-wide equality, diversity and inclusivity aims and objectives and key performance indicators;

- d. Devise and recommend policies, procedures and action plans to ensure that equality and diversity legislative requirements are met and best practice adopted, reviewing University policies against any legislative changes;
- e. Foster an inclusive institutional culture by promoting the involvement and interaction of a diverse range of staff and students in university life.

6.5 Academic Board

Academic Board are responsible for ensuring active consideration of equality, diversity and inclusivity in the conduct of its business.

6.6 University managers

University managers are responsible for:

- a. Demonstrating a high standard of behaviour and setting clear expectations to staff on what behaviour is acceptable and expected at work, as set out by the Dignity at Work Policy;
- b. Fostering a culture that fulfils their Public Sector Equality Duty in reflecting equality, diversity and inclusivity considerations in team dynamics, their work areas, and their team's output;
- c. Fostering a culture in which staff feel able to challenge unacceptable behaviour;
- d. Taking appropriate action to stop unacceptable behaviour such as bullying, harassment and victimisation, as set out by the Dignity at Work Policy, and by the Equality Act 2010 and Public Sector Equality Duty;
- e. Ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the Public Sector Equality Duty to promote equality and eliminate discrimination (including indirect discrimination);
- f. Ensuring that curriculum design, teaching, assessment and student support are carried out in accordance with the Public Sector Equality Duty to promote equality and eliminate discrimination (including indirect discrimination);
- g. Ensuring staff and students are encouraged and enabled to reach their full potential, irrespective of their background or protected characteristics;
- h. Fulfilling their legal duty to ensure reasonable adjustments are made for students and staff, in accordance with the requirements of the Equality Act 2010;
- i. Conducting Equality Analysis on relevant policies and procedures to demonstrate that they have paid due regard to the needs of individuals with protected characteristics.

University managers hold these responsibilities for all of the teams for which they have accountability in the university structure.

6.7 Members of staff

Members of staff are responsible for:

- a. Supporting, implementing and abiding by the aims and contents of this policy statement;
- b. Using their role to promote equality of opportunity for students and staff;
- c. Contributing to an inclusive culture which celebrates diversity, and where everyone is treated with dignity and respect, as set out by the Dignity at Work Policy;
- d. Reporting any witnessed or suspected incidents of discrimination, harassment or victimisation immediately to their line manager or to Human Resources, or contacting one of the people listed in the Useful Links section of this Policy for support or advice, or challenging inappropriate behaviour safely (using Active Bystander approaches).

6.8 Students

All students are responsible for:

- a. Abiding by the aims and contents of this policy statement;
- b. Complying with the standards of conduct set out in the Student Conduct Policy;
- c. Contributing to an inclusive culture which celebrates diversity, and where everyone is treated with dignity and respect;
- d. Reporting any witnessed or suspected incidents of discrimination, harassment or victimisation through the University's Report and Support online tool, or contacting one of the people listed in the Useful Links section of this Policy for support or advice, or challenging inappropriate behaviour safely (using Active Bystander approaches).

7 Communication

- 7.1 This policy is available to all students, staff and the public from the University's website. Alternative formats can be obtained from the Equality, Diversity and Inclusivity Team.
- 7.2 UWE Bristol's Equality, Diversity and Inclusivity webpages will facilitate communication with staff, students and members of the public. They will provide an opportunity for UWE Bristol stakeholders to track the progress of equality, diversity and inclusivity initiatives and access published documents. They will also

sit alongside the staff intranet as a source of equalities data and guidance to assist UWE Bristol staff.

8 Breach of the policy

- 8.1 The University will take very seriously breaches of the Equality, Diversity and Inclusivity Policy by anyone within the scope of this policy. Any breaches will be investigated with the intent of resolving such matters. Where appropriate, such instances may be considered under the relevant disciplinary policy for staff or students.
- 8.2 Any breaches relating to discrimination, harassment, victimisation or hate incidents (this could be experienced as bullying relating to a protected characteristic) should be addressed through the following approaches:
 - 8.2.1 Employees may address this informally using an Active Bystander approach, raise this with their line manager, or raise this through the University's Human Resources Service.
 - 8.2.2 Students may address this informally using an Active Bystander approach, or raise this through the Report and Support online tool.
 - 8.2.3 Anyone else within the scope of this policy may raise this in writing through the University's Complaints Procedure.
- 8.3 Any students or staff looking for support relating to an experience of discrimination, harassment, victimisation or hate can find links to relevant University campaigns and support through the Report and Support online tool.
- 8.4 Any breaches relating to the governance framework or procedures outlined in this policy should be raised through the University's Complaints Procedure.
- 8.5 The University's Policy and Procedures for Public Disclosure ('Whistleblowing') set out the procedure for publically disclosing malpractice, impropriety or wrongdoing in good faith and without malice. This is signposted in the Useful Links section of this Policy.

9 Review

- 9.1 The policy will be reviewed by the Head of Equality, Diversity and Inclusivity in association with the trade unions, employee representatives (where appropriate) and relevant 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. It will be endorsed by the Equality, Diversity and Inclusivity Committee and by the Directorate, with approval by the Board of Governors. The policy will be reviewed at least every three years, with changes endorsed by the Equality, Diversity and Inclusivity Committee and the Directorate, prior to Board of Governors approval.

Appendix 1: Definitions

Direct discrimination

Actions where people are treated less favourably than others on grounds related to their identity as one of the above protected groups.

Diversity

Recognising, valuing and taking account of individuals' different backgrounds, knowledge, skills and experiences to create a more productive and effective educational community.

Equal opportunity

This is the right of individuals and protected groups to equality of access and outcome in employment and service delivery.

Equality

A situation where all are able to participate and where everyone has the opportunity to fulfil their potential.

Equality Analysis

Equality Analysis is a way of considering the effect on different groups protected from discrimination by the Equality Act, such as people of different ages. There are two reasons for this:

- To consider if there are any unintended consequences for some groups;
- To consider if the activity being analysed will be fully effective for all target groups.

It involves using equality information, and the results of engagement with protected groups and others, to understand the actual effect or the potential effect of your functions, policies or decisions. It can help you to identify practical steps to tackle any negative effects or discrimination, to advance equality and to foster good relations.

Equality, Diversity and Inclusivity Committee

The Equality, Diversity and Inclusivity Committee sets strategic goals, monitors progress and coordinates action related to equality, diversity and inclusivity for staff and students.

Harassment

There are three types of harassment which are unlawful under the Equality Act:

- Harassment related to a relevant protected characteristic
- Sexual harassment;
- Less favourable treatment of a person because they submit to or reject sexual harassment or harassment related to sex.

Pregnancy and maternity is not protected directly under harassment provisions, however, unwanted sexual behaviour will amount to harassment related to sex.

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.

Positive action

This is action taken by an organisation to provide development opportunities for 'Protected groups' who are demonstrably and statistically under-represented within the University.

Protected groups

Equality legislation currently provides protection against unlawful discrimination in employment and service delivery for these protected characteristics:

Age

Disability

Gender reassignment

Marriage and civil partnership

Pregnancy and maternity

Race

Religion and Belief

Sex

Sexual orientation

Victimisation

This is 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.

Appendix 2: Equality Act 2010

Under Equality legislation it is unlawful to:

- discriminate directly against anyone and treat them less favourably than others on the grounds of the protected characteristics of: age (unless this can be justified as a proportionate means of achieving a legitimate aim), disability (including discrimination arising from a disability and failure to make reasonable adjustments), gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation. This also includes discrimination based on perception of the person e.g. a belief that someone is gay or a belief that someone is disabled even if this is not actually true.
- discriminate against someone for reasons relating to their association with a person on the grounds of the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex and sexual orientation e.g. discriminating against an employee or student because they have a disabled dependant.
- discriminate indirectly against anyone by applying a criterion, provision or practice which disadvantages people with a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, race, religion and belief (including lack of belief), sex and sexual orientation) unless the person applying the provision can justify it as a proportionate means of achieving a legitimate aim.
- subject someone to harassment for reasons relating to age, disability, gender reassignment, race, religion and belief (including lack of belief), sex and sexual orientation. This includes behaviour that an individual finds offensive on these grounds even if the behaviour is not directed at the individual.
- treat a person less favourably because they either submit to, or reject, sexual harassment or harassment related to their sex.
- victimise someone because they have made, or intend to make, a complaint or allegation, or have given or intend to give evidence in relation to a complaint of discrimination in line with the Equality Act.

Appendix 3: Useful links

For all:

Contact	Why?	How?
EDI Team	We oversee equality, diversity, inclusivity, health and wellbeing at UWE Bristol. We own relevant projects, interventions and policies, and publish data and consultation opportunities.	edi@uwe.ac.uk www.uwe.ac.uk/equalityanddiversity
Complaints	Report a breach relating to the governance framework or procedures outlined in this policy.	complaints@uwe.ac.uk 0117 32 83371 www.uwe.ac.uk/complaints
Public Disclosure (Whistle-blowing)	Publically disclose malpractice, impropriety or wrongdoing in good faith and without malice, and without fear of reprisal	https://www2.uwe.ac.uk/services/Marketing/about-us/pdf/Public%20Disclosure%20Policy.pdf

For students:

Contact	Why?	How?
Report and Support online tool	Report inappropriate behaviour including bullying, harassment, victimisation, hate or discrimination, and get support.	https://reportandsupport.uwe.ac.uk
Advice Centre at the Students' Union	A friendly and approachable team of experienced advisors, who offer free, independent, confidential and impartial advice to all UWE students on complaints and student conduct issues.	advice@uwe.ac.uk 0117 32 82676 www.thestudentsunion.co.uk/advice-centre
Student societies	An ideal way to meet people, get more out of university, learn new skills and more importantly have a good time. You can meet like-minded people though nationality, faith, identity, political and	www.thestudentsunion.co.uk/societies

	campaigning, charity and special interest societies.	
Wellbeing Service	Support for your counselling, mental health and personal development needs. Remember that support is available if you need help.	www.uwe.ac.uk/wellbeing
Student Conduct Policy: www.uwe.ac.uk/studentconduct		

For staff:

Understanding EDI: intranet guide for staff on living the values behind this policy: [{LINK}](#)

Contact	Why?	How?
Human Resources	Report inappropriate behaviour, explore Reasonable Adjustments, or find a Dignity at Work Advisor.	hr@uwe.ac.uk 0117 32 81555 www.uwe.ac.uk/hr
Trade Unions	Trade Unions are committed to fair and equal treatment for all employees. All three unions have equalities representatives and can support members through a range of issues.	intranet.uwe.ac.uk/people-groups/trade-unions (staff only link)
Staff networks	Self organised groups run by staff for staff. There are 12 networks which bring together staff with a common interest or common identities. Staff are entitled to attend meetings of these networks in their working time for up to 15 hours a year.	www.uwe.ac.uk/staffnetworks
Employee Assistance Programme	Includes a confidential telephone helpline for information and advice on a range of personal or work-related matters, and an online information and resource library offering user-friendly fact sheets, self-help guides, podcasts and links.	http://my-eap.com/login 0800 1116 387
Training	UWE Bristol's Learning and Development Centre hosts a variety of training sessions to support staff to become more confident in working with diversity, and in inclusive practice.	https://intranet.uwe.ac.uk/tasks-guides/Collection/equality-and-diversity-training-courses (staff only link)

Dignity at Work Guide and Policy: <https://intranet.uwe.ac.uk/tasks-guides/Guide/dignity-at-work> (staff only link)