



Equality, Diversity & Inclusion Policy

Approved by: Board of Governors

Date last approved: December 2014

Review period: 3 years

Date reviewed: August 2019

Owner: Director of HR

Statement from the Vice Chancellor

Equality, diversity and inclusion are fundamental to our commitment to the extraordinary creativity of our staff and students.

In the UK the standards we are required to adhere to are embodied in the 2010 Equality Act. Equally importantly is how these standards are evidenced through the values and behaviours of the University and the individuals of which it is comprised. As well as compliance with these standards we should in my opinion all be exemplars and role models. In terms of everyday actions, this means we should treat others with respect and dignity, and value their contributions because of, and not despite, our differences. I am personally committed to diversity and in this regard the University has the highest expectations of every employee and student alike.

Bashir Makhoul Vice Chancellor August 2019

1.0 Policy Statement

1.1 The University for the Creative Arts (UCA) aims to be a welcoming and inclusive University that is truly representative of all sections of society. We aim to maintain an environment where each student and employee feels respected and can achieve their potential. We embrace Equality, Diversity and Inclusivity.

Equality

1.2 We aim to fully comply with the Equality Act 2010.

1.3 We oppose unlawful discrimination and victimisation. It is the aim of the University to ensure that no student, employee or job applicant receives less favourable treatment (either directly or indirectly) based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

1.4 All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, learning and development or any other benefit will be based on aptitude, ability and potential. All employees will be helped, encouraged and supported to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

1.5 Our staff and students will not discriminate directly or indirectly, or harass customers, clients, other students or other employees because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation in the provision of the University goods and services.

1.6 This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

Diversity

1.7 At UCA we value diversity and the creativity it brings to our University community (of UCA students and staff). We celebrate difference and we wish to maintain an academic community comprised of local, national and global creative talent.

Inclusivity

1.8 We recognise that in order to be inclusive we must practice inclusivity and proactively work to mitigate the effect of both structural and unconscious bias that can inadvertently exclude and disadvantage people. We will maintain a culture of inclusive practice through ongoing review of policy and procedure, training, facilitating interaction throughout our academic community and by encouraging and enabling UCA manager and teaching staff to reflect on their management and leadership practice.

2.0 Our Commitment

2.1 We commit to creating and maintaining an environment within which:

- all staff and students are included;
- individual differences and the contributions of all our staff and students are recognised and valued;
- every employee and student is entitled to a working and studying environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated;
- learning, development and progression opportunities are available to all staff;
- equality, diversity and inclusivity is promoted as good management practice;
- we review all our employment practices and procedures to ensure fairness;
- breaches of our equality, diversity and inclusivity policy will be regarded as misconduct and could lead to disciplinary proceedings; and
- this policy is fully supported by senior management and has been agreed with trade union representatives.

2.2 This policy will be monitored and reviewed annually.

3.0 Responsibility of Board of Governors

3.1 The Board of Governors of the University holds ultimate responsibility for the implementation of this policy and for meeting the obligations under the Equality Act 2010.

3.2 The Board of Governors will consider annually:

- the information published under this policy;
- the steps which have been taken to act upon any such information or otherwise to promote equality of opportunity or tackle all forms of discrimination; and
- any proposals made by the Equality & Diversity Committee through the Leadership Team for the review of this policy.

3.3 Following such consideration, the Board of Governors may:

- make additional recommendations in relation to any further steps which are considered desirable in view of the University's duties to promote equality of opportunity or tackle all forms of discrimination; and
- review and amend this policy.

4.0 Responsibilities of the Vice Chancellor

4.1 Ensuring that the policy is implemented and complied with and that sufficient resources are allocated for that purpose.

4.2 Designating the Equality, Diversity and Inclusivity Manager to be responsible for

facilitating, co-ordinating and monitoring the implementation of this policy on an institution-wide basis.

4.3 The Vice Chancellor, as Chair of the Equality & Diversity Committee, will advise the Leadership Team in relation to specific tasks to be carried out to fulfil the University's duties under the legislation and its commitments under this policy.

5.0 Director of Human Resources

5.1 The Director of Human Resources or nominee will have overall responsibility for reporting compliance with this policy for all potential and actual employees and will institute appropriate monitoring and reporting mechanisms to monitor compliance including through the recruitment, selection, promotion, retirement, resignation and redundancy processes.

5.2 The Director of Human Resources will produce reports on employees for Governors and the Leadership Team on trends, compliance and risks associated with the operation of this policy.

6.0 Head of Quality Assurance and Enhancement

6.1 The Head of Quality Assurance and Enhancement will analyse equality and diversity data in relation to data sets including:

- Student Demographics;
- Student Complaints;
- Student Appeals;
- Student Satisfaction;
- Student Retention;
- Achievement; and
- Employability.

6.2 An analysis of the information and findings in relation to students as a result of the assessment and monitoring referred to above will be considered by the Academic Quality Committee (AQC) as part of the annual academic monitoring process. Academic Board and the Board of Governors will receive a summary report.

7.0 Responsibilities of Management

7.1 Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Vice Chancellor, University Executive Group (UEG) and Line Managers who will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy
- Equality, Diversity and Inclusion are discussed as part of Performance Management Staff can take advantage of L&D opportunities in this area;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible; and
- proper records are maintained.

7.2 Human Resources will be responsible for monitoring the operation of the policy in

respect of employees and job applicants, including periodic departmental audits.

8.0 Responsibilities of Staff and Students

8.1 Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices.

8.2 All members of staff should:

- understand, promote and embrace diversity as a core competence and undertake Learning and Development in this area if a need is identified;
- comply with the policy and arrangements; not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff / students or groups who have, or are perceived to have one of the protected characteristics;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic; and
- inform their manager if they become aware of any discriminatory practice.

9.0 Responsibilities of Students

9.1 Students are expected to behave in a considerate manner towards staff, fellow students, and visitors. Students should not victimise, harass or intimidate other staff/students or groups who have, or are perceived to have, one of the protected characteristics. If students become aware of any discrimination practice, they should report this in accordance with the University Bullying & Harassment Policy.

10.0 The Equality, Diversity & Inclusivity Committee

10.1 The Equality, Diversity & Inclusivity Committee is responsible to the Leadership Team for the oversight of the operation of the Equality and Diversity Policy throughout the University's activities in relation to staff, students and visitors. It is responsible for:

- acting as a forum in which significant equality and diversity opportunities (age, disability, ethnicity, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or any other relevant distinction), implications and issues are discussed;
- promoting awareness of equality, diversity and inclusivity opportunities and practices across the whole University and disseminating information regarding the Equality, Diversity & Inclusivity Policy and related issues;
- promoting opportunities and mechanisms which will enable all constituencies within the University to voice their views and concerns, regarding issues relating to equality and diversity opportunities;
- monitoring changes in relevant legislation to ensure compliance and the promotion of best practice within the University;
- monitoring progress towards reaching equality and diversity targets within the University and against the Single Equality Action Plan;
- reviewing reports on the number, type and outcomes of complaints of discrimination and/or harassment made by members of staff and students; and
- providing the Leadership Team with an annual overview report on equality and diversity for

submission to the Board of Governors.

- 10.2 The Equality & Diversity Committee is responsible for considering the findings of the reports and for making recommendations for how the University will respond to the information provided in view of its obligations. These recommendations will form the basis of the University's action plan for the promotion of good relations and the elimination of all forms of discrimination.
- 11.0 Third Parties
- 11.1 Third-party harassment occurs where an employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or students. The University will not tolerate such actions against its staff, and the employee concerned should inform their manager/supervisor at once that this has occurred. The University will fully investigate and take all reasonable steps to ensure such harassment does not happen again.
- 12.0 Related Policies and Arrangements
- 12.1 All employer and student policies and arrangements have a bearing on equality of opportunity. University policies will be reviewed regularly, and any discriminatory elements removed.
- 13.0 Learning & Development
- 13.1 Equality information will form part of the staff and student induction programmes. Learning and Development opportunities will be provided to managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist learning and development as necessary.
- 14.0 Monitoring
- 14.1 The University deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- 14.2 The system will aim to involve the routine collection and analysis of information on employees by age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- 14.3 There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to learning and development opportunities affect equal opportunities for all groups.
- 14.4 UCA will maintain information on staff who have been involved in cases covered by certain key policies including Disciplinary, Grievance and Bullying and Harassment.
- 14.5 Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the University policies and our services may have on those who experience them.

- 14.6 The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose
- 14.7 If monitoring shows that the University, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the University, then an action plan will be developed to address these issues
- 15.0 Grievances/Discipline
- 15.1 Employees have a right to pursue a complaint concerning discrimination or victimisation via the University Grievance or Harassment and Bullying Procedures. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Disciplinary Procedure.
- 15.2 Students have a right to pursue a complaint concerning discrimination or victimisation via the University Bullying & Harassment Policy and Procedures. Such offences are deemed serious and will be dealt with in accordance with the Rules for Student Conduct and Students Complaints Policy.
- 16.0 Review
- 16.1 The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Vice Chancellor.
- 17.0 Publication
- 17.1 A summary of this policy will be available to every student and member of staff of the University via the University's website at www.uca.ac.uk.